

**Job Framework**

**Job Title:** END/SNE

**Job Location:** HQ  
Directorate: Russia, Eastern partnership, Central Asia and OSCE - EURCA.EAST  
Division: Russia - EURCA.EAST.3

**Job Number:** 284625

**Area of activity:** External Relations

**Category:** AD

**Duration of secondment:** 2 years

**Job Content**

**Overall purpose:** To provide policy analysis and advice on Russian foreign and security policy, including with regard to relations with Ukraine.

**Functions and Duties:**

- Follow the foreign and security policy situation, aspects, trends and / or developments related to Russia, including in relation to the conflict in and around Ukraine.
- Analyse and / or assess relevant data and information in order to develop, support, implement and / or monitor policy-making, European strategies, negotiations and / or management and planning decisions.
- Perform long-term forecasts.
- Draft and update reports and / or briefings.
- Contribute to the elaboration of EU policies and activities or extension of existing ones in the area of activity of the division; perform conceptual reflections and produce policy guidelines and / or policy strategy papers.
- Implement, ensure and monitor the proper implementation of EU policies or application of EU legislation in the area of activity of the division.
- Handle and draft replies to oral and / or written questions from Members of the European Parliament, petitions from the public and / or investigations from the European Ombudsman.
- Organize and maintain relations, co-ordination, and contacts with the Presidency, the relevant Council Groups, member states, the countries concerned, the European Parliament and other EU institutions; represent the EEAS at relevant meetings.
- Carry out and respond to Commission inter-service consultations; follow up of briefing requests/dossiers; maintain network of inter-service contacts.
- Present and discuss EEAS views in Council Working Groups.
- Deal with parliamentary questions and petitions in the subject areas above.
- Communicate relevant policy to outside organizations and contacts.

## **Job Requirements**

Education and Training: University diploma in law, political science, economy, business administration or any other related area

Knowledge and Experience: Proven diplomatic experience and demonstrated good political judgment and skills; detailed knowledge of EU institutions and decision-making mechanisms as well as of EU policies, in particular CFSP.

## **Skills**

Linguistic skills: Excellent drafting skills in English and good knowledge of French are expected.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Interpersonal skills: Teamwork. Coordination and communication skills.

Intellectual skills: Analytical capability as well as drafting and reporting skills.

## **Personal Qualities**

Dynamic. Motivated and flexible personality.