

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Arctic Policy officer
<u>Job Location:</u>	European External Action Service (EEAS) – ECO.ARCTIC
<u>Job Number:</u>	278663
<u>Area of activity:</u>	Arctic
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years renewable up to 4 years

Job Content

Overall purpose:

- The EEAS is looking for a national expert to work with the Ambassador at Large for the Arctic, in order to assist in his/her mandate to promote the EU's policy for the Arctic, in close cooperation with EU Member States - in particular the Presidency of the Arctic Council, to support the EU's role in extensive Arctic cooperation, to increase visibility of the EU's internal policies and actions, which contribute to addressing the global and specific challenges facing the Arctic region and its people.

Functions and Duties:

Under the direct supervision of the Ambassador at Large for the Arctic:

- The successful candidate would contribute to the EU's role in the Arctic, particularly in the context of the implementation of the 2016 Joint Communication on “An Integrated European Union Policy for the Arctic”.
- The SNE would need to maintain good relations with other Divisions within the EEAS, especially cooperate closely with the Division for Eastern Partnership, Regional Cooperation and the OSCE - that also deals with Arctic and Barents matters and other regional cooperation structures in the North; with related European Commission services, EU Member States, partner countries and other Arctic stakeholders.
- He/she will keep in particular a close relation with the Arctic Council, particularly in order to ensure an optimal cooperation with the Presidency of the Arctic Council, and with the Barents Euro-Arctic Council.
- He/she will contribute in developing an EU's public communication on Arctic issues, including assisting in the management of the Arctic Website, and active use of social media.

Job Requirements

Education and Training:

- University diploma law, political science, economy, business administration or any other related issue.

Knowledge and Experience:

- The ideal candidate will have proven diplomatic experience of 5-10 years including in EU external relations and have demonstrated good political judgment. He/she should also be a well-motivated, stress resistant team worker with excellent analytical, communication and drafting skills capable of representation in an autonomous way.
- Good knowledge and experience in Arctic matters is certainly a plus.
- Being able to manage modern communication media, would also be most welcome.

Skills

Linguistic skills:

- Excellent speaking and drafting skills in English. Knowledge of French or German or Russian or a Scandinavian language is an advantage.

Communication and writing skills:

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Capacity to draft clear, short briefings and speeches, with strong, clear key messages.

Interpersonal skills:

- Teamwork. Coordination and communication skills.

Intellectual skills:

- Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

- Dynamic, working with enthusiasm and dedication. Very motivated, flexible and friendly personality.
- To adapt quickly to new situations and deal with new challenges.