

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Advisor / Counsellor / Legal and institutional affairs, counter-terrorism and sanctions Section
<u>Job Location:</u>	Delegation of the European Union to the United Nations in New York
<u>Job number:</u>	270847
<u>Area of activity:</u>	Legal and institutional affairs, counter-terrorism and sanctions Section
<u>Category:</u>	AD
<u>Duration of secondment:</u>	24 months, with possibility of extension up to 48 months

Job Content

Overall purpose:

Under the authority of the Head of Delegation (HoD) or the Deputy Head of Delegation (DHoD), to work within the legal and institutional affairs, counter-terrorism and sanctions Section and contribute to: a) the external representation of the European Union vis-à-vis the United Nations Organisation: b) the organisation of the internal coordination of the EU Member States in accordance with Article 34 of the Treaty on European Union, under the responsibility of the High Representative of the Union for Foreign Affairs and Security Policy.

Functions and Duties:

Under the authority of the HoD or DHoD, the national expert works in the Legal and Institutional Affairs, Counter-terrorism and sanctions Section and performs the tasks set out below:

- Assisting in the preparatory process for the work of the UNGA Sixth Committee;
- Following of Counter-Terrorism files, in particular the UN Global Counter-Terrorism Strategy review, through the drafting of position papers and speaking points, the coordination of the joint EU position and the representation of the EU during consultations and outreach activities;
- Serving as the EU focal point for all UN CT entities;

- Following all UN Security Council sanctions regimes, with particular focus on 1267/1989/2253 (Al-Qaida/Daesh), 1988 (Taliban), 1718 (DPRK) and 1737 (Iran) – collecting information and reporting;
- Following the works of international criminal jurisdictions and mechanisms;
- Following all oceans and the Law of the sea processes under UN auspices
- Such other tasks as the HoD or DHoD may assign.

This is by no means an exhaustive list, although it confirms that the said SNE will have to deal with a broad spectrum of challenging situations and issues, with a particular emphasis on Counter-Terrorism and Sanctions matters. This SNE should have first-rate written and verbal communications skills, and be organized and very effective in multi-tasking at a very short notice. His/her daily tasks include, inter alia, the collection and analysis of background material, the preparation of reports and briefings, as well as the monitoring of EU and UN formal and informal meetings. In all cases, the duties of this SNE encompass direct reporting to EU Headquarters in Brussels, as well as to EU Delegations in other countries.

The assistance of this SNE might also be requested for the missions of high-level officials coming from the Headquarters to attend key meetings in New York. This SNE should also maintain excellent contacts with the EU Member States colleagues as well as the third states diplomats and the UN bodies and their representatives.

Owing to the fact that the scheduled deadline for the departure of the present SNE is 15 September 2019, it is foreseen that the new SNE should join the EUDEL New York not later than 1 September 2019.

Job Requirements

Education and Training:

University diploma preferably in law, political science, international affairs and diplomacy, or a related subject.

Experience:

Diplomats/civil servants with at least 3 years of relevant experience in the above mentioned area (see job content) within a diplomatic service at HQ and /or in the EU and/or third countries (Embassy, International organization; etc.). Knowledge of EU institutions and decisional processes and of EU external action and EU external policies in the above mentioned area. Previous UN experience and ideally previous experience in New York with a Member State having exercised the Presidency of the Council of the EU.

Skills

Linguistic skills:

Proficiency (written and oral) in English (EN) and working knowledge of French (FR) is required. EN and FR are necessary to work and communicate with EU HQ in Brussels.

Computer literacy:

Computer concepts, Windows, Word, Excel, PowerPoint, various internet research tools

Communication skills:

Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment

Personal skills:

Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Ability to work as part of a team. Coordination skills

Security clearance level:

EU Confidential / Confidentiel UE

Personal Qualities

Dynamic and motivated. Positive personality. Ability to adapt quickly to new situations and deal with new challenges.