

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Policy Officer
<u>Job Location:</u>	EEAS Headquarters, Brussels, Belgium
<u>Job Number:</u>	177762
<u>Area of activity:</u>	PSC and European Correspondents Division, PSC.POL.1
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (with possibility of extension up to 4 years)

Job Content

Overall purpose:

The Political and Security Committee (PSC) / European Correspondents Division has the following main tasks: it supports directly the PSC Chair in his/her chairmanship functions, coordinates the preparation of and the follow-up to the PSC meetings and ensures smooth communication and coordination with Member States, Working Group Chairs, the European Commission and the Council Secretariat. It liaises with the European Correspondents network and supports the Political Director/Deputy Secretary General in his/her work, including Political Dialogues and Political Directors' meetings. It acts as the main focal point on the EU Special Representatives (EUSRs) file within the EEAS. The Division is embedded in the Political Affairs Department, which is the main vehicle for political steering and coordination within the EEAS.

Functions and Duties:

Under the supervision of the Head of Division, the successful candidate will be responsible for organising and preparing the meetings of the PSC, in close coordination with concerned EEAS services, other EU Institutions and Member States.

His/her main duties will be:

- To act as a focal point in the PSC team for EEAS services and Working Group Chairs for a specific geographical area and thematic issues;
- To be the early warning focal point for issues that will have to be considered for the agenda;
- To liaise with Services in the preparation of annotated agendas, associated documents, briefings and advice on handling and conclusions for the PSC Chair;
- To adjust briefings in view of preparations and advice;

- To ensure appropriate reporting for the items s/he covers items on the agenda and to ensure follow-up of decisions made in the Committee.

Job Requirements

Education and Training: University Diploma law, political science, economy, business administration or any other related issue.

Knowledge and Experience: Experience of at least 3 years in a National Diplomatic Service or International Organisation; knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic).

Skills

Linguistic skills: Very good command of English and of French required

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

Interpersonal skills: Teamwork. Ability to create constructive working relations in the field of external relations with Member States and other institutions;

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

A dynamic, motivated and flexible personality. The ability to adapt quickly to changing situations and to deal with new challenges.