

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE - Desk officer for Ukraine
<u>Job Location:</u>	EEAS HQ, Belgium, Brussels Directorate: Russia, Eastern partnership, Central Asia and OSCE - EURCA.EAST Division: Eastern Partnership bilateral relations
<u>Job Number:</u>	214501
<u>Area of activity:</u>	External relations
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (with possibility of extension), starting 1 May 2020

Job Content

Overall purpose:

To contribute to the definition, development and implementation of the EU's policy towards Ukraine, in particular through analysis and policy advice, concerning sectors she/he is responsible for according to the division of labour in the team.

Functions and Duties:

The successful candidate will join the Ukraine team in the division. She/he will work under the supervision of the team leader, the Deputy Head of Division and the Head of Division, in close cooperation with the respective EU Delegation and in consultation with other EEAS divisions/departments, relevant services of the Commission, and international organisations.

The main duties include:

- monitoring and analysis of developments in Ukraine; follow-up, as appropriate; conducting policy dialogue, with particular focus on sectors s/he is responsible for according to the division of labour in the team;
- contributing to the definition and development of EU policies vis-à-vis Ukraine, contributing to the implementation of the EU-Ukraine Association Agreement through monitoring, analysis and preparation of AA related and other relevant meetings;
- coordinating, organizing and maintaining relations with Ukrainian authorities, Member States, EU institutions as well as with civil society, business and/or other actors,
- preparing accurate briefings, speeches, statements, lines to take and drafting strategy papers as well as contribute to the preparation of high level visits as required,
- to be ready to perform other tasks requested and act as a back-up of other members of the team.

Job Requirements

<u>Education and Training:</u>	University diploma in political science, international relations, law, economy or other relevant area
<u>Knowledge and Experience:</u>	Proven diplomatic experience of least 3 years and demonstrated good political judgement and skills; knowledge of EU policies, in particular CFSP as well as of EU institutions and decision-making mechanisms.

In addition the candidate should:

- have ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- have capacity to create constructive working relations in the field of external relations with national authorities, international organisations and EU Member States;
- have proven experience in political analysis and reporting;
- have knowledge of external relations, internal policies and functioning of the Union;

- have the ability to communicate clearly on complex issues and the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment;
- have strong service attitude;
- have geographical knowledge and/or experience of the Eastern Partnership region;

Furthermore, the following would be strong assets:

- knowledge of Ukrainian or Russian language
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience in working with or within other EU institutions;

Skills

<u>Linguistic skills:</u>	Excellent drafting and oral presentation skills in English and a working knowledge of French. Knowledge of Ukrainian or Russian is a strong asset.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Excellent communication skills and the ability to establish and maintain a network of contacts both within and outside the EEAS.
<u>Interpersonal skills:</u>	A flexible team player. Coordination and communication skills.
<u>Intellectual skills:</u>	Excellent analytical capability and strong drafting and reporting skills combined with sound judgement.

Personal Qualities

Dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.