

## Seconded National Expert for a Delegation of the European Union

### JOB DESCRIPTION

- Job profile: SNE - UN/GENEVA - Adviser for Disarmament, non-proliferation and Human Security
- Job location: Delegation of the European Union to the Office of the United Nations and other International Organisations in Geneva
- Section: Disarmament, non-proliferation and Human Security
- Job number: 202431
- Duration: 12 to 24 months, with possibility of extension up to 4 years in total

### Job Content

**OVERALL PURPOSE:** under the direct supervision of the Head of Section and/or Head of Delegation (HOD), to assist the Delegation and contribute to

- analysis and reporting on the overall situation and developments in the Conference on Disarmament and other multilateral arms control, disarmament and non-proliferation forums related to Weapons of Mass Destruction and conventional weapons
- EU coordination and political relations with the EU Member States and third countries in these fields
- Other areas of CFSP and CSDP, going beyond the fields of disarmament, non-proliferation, and human security, as dictated by needs of the Delegation

**FUNCTIONS AND DUTIES:** The expert may be asked to provide expertise in the following domains (to be further defined, limited or extended by the Head of Delegation/Head of Section):

#### Analysis & Advice / Monitoring & Reporting:

- prepare timely contributions to policy development in Brussels through early warnings, advice and responding to specific requests
- prepare regular briefings and reports

#### EU coordination

- prepare EU statements for multilateral arms control, disarmament and non-proliferation fora
- contribute to related negotiations with EU Member States

#### External representation

- develop contacts with relevant international organisations, such as UN Office for Disarmament Affairs
- develop contacts with representatives of EU Member States' and other UN Member States' diplomatic representations

- develop contacts with think tanks and the NGO community

#### Information and communication

- contribute to the Press and Information activities of the Delegation in relevant areas
- maintain relations and conduct outreach activities with relevant Geneva-based Organisations

#### **Job Requirements**

Education and Training: University diploma in law, political science, economy, or any other related issue or experience relevant to the job

Experience: diplomat/civil servant with a minimum of 3 years of experience within a diplomatic service at HQ or in a third country in an embassy, or in an international organisation. Knowledge of EU institutions, related decision-making processes, in particular familiarity with CFSP-CSDP, relevant EU external action and related EU external policies of a geographic or thematic nature. Knowledge of multilateral affairs and ideally UN would be an advantage.

#### **Skills**

Linguistic skills: Thorough knowledge (writing and speaking) in English and French.

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

Interpersonal skills: propensity for teamwork, coordination and communication, solid analytical capability, excellent drafting and reporting skills; rapid grasp of problems and capacity to identify issues and solutions and translate this into negotiating positions.

#### **Personal Qualities**

Dynamic, motivated and flexible personality, able to adapt quickly to new situations and deal with new challenges.

Some travel required