

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Political officer
<u>Job Location:</u>	Delegation of the European Union to Moldova, Chisinau
<u>Job Number:</u>	302421
<u>Area of activity:</u>	POL
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose: Monitor the implementation of the Association Agreement including the Deep and Comprehensive Free Trade Agreement. Support to EUDEL's public diplomacy activities.

Functions and Duties:

- Monitor the implementation of the Association Agreement including the Deep and Comprehensive Free Trade Agreement (AA/DCFTA).
- Establish and maintain contacts with the most relevant coordinating public bodies responsible for the implementation of the Agreement and with civil society representatives following the process.
- Establish and maintain contacts with Parliament to monitor the legislative process linked to the AA/DCFTA implementation.
- Participate in conferences on EU integration and related topics on behalf of the Delegation.
- Draft political reports and analysis.
- Analyse and assess relevant data and information to contribute to develop EU's response to political developments.
- Support communication on the AA/DCFTA.
- Support other press and information tasks.

Job Requirements

<u>Education and Training:</u>	A university diploma in political science, economy, law or other related fields, including communication.
<u>Knowledge and Experience:</u>	Diplomatic experience (preferably of at least two years) and demonstrated good political judgment and skills; Knowledge of EU institutions, related decision processes and EU policies related to the Eastern Partnership; Knowledge of the Eastern Partnership countries would be an additional asset.

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) of English is required. Knowledge of Russian or Romanian would be a strong asset.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Experience in public diplomacy and communications would be an asset.
<u>Interpersonal skills:</u>	Teamwork. Coordination with other teams and effective communication skills.
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid understanding of problems and capacity to identify issues and solutions.

Personal Qualities

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