

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE –Policy Officer
<u>Job Location:</u>	Delegation of the European Union to China, Beijing
<u>Job Number:</u>	153066
<u>Area of activity:</u>	Political Section AD
<u>Category:</u>	Seconded National Expert (SNE)
<u>Duration of secondment:</u>	2 years (extension once)

Job Content

As a member of the Political, Press and Information Section, the successful candidate will also work closely with the Head of Delegation (HOD) and DHOD, and contribute to the below mentioned duties and functions.

Functions and Duties:

- Coordinate and prepare the Head of Missions' (HOMs) and DHOMs' meetings, HOMs visits and retreats: agenda setting, preparing of background and speaking points, documents dissemination, minutes and follow-up on meetings.
- Support the Heads of Sections for the organisation of High-Level visits (logistics, programme etc.) as necessary.
- Monitor and report on China's foreign policy; research, background notes, briefings, speeches and reports. Actively liaise with relevant colleagues at Headquarters and other delegations.
- Liaise with EU Member State colleagues and third country representatives as well as other stakeholders on relevant issues.
- Assist with coordination with EU Member States as necessary.
- Portfolio:
 - Multilateral co-operation: Central and Eastern Europe (17+1), Shanghai Co-operation Organisation (SCO)
 - South and South East Asia, including regional organisations such as ASEAN, APEC, ARF
 - Maritime and international law matters (incl. Arctic, East and South China Seas)
 - Legal Affairs Dialogue
 - EU Visitors Programme including Alumni

Job Requirements

Education and Training: The candidate should have at least a university diploma in law, political science, business administration, communications or any other relevant field.

Knowledge and Experience: Professional experience of at least 3 years in the above mentioned areas at institutional level in third countries (preferably from Embassy or Delegation; EEAS or national Foreign Service experience). Knowledge of EU institutions, in particular the EU External Action Service, is a merit. Knowledge and experience of China is an advantage.