

Job Framework

Job Title: END/SNE – (POL)

Job Location: HQ, MD Americas, Americas.4

Job Number: 252456

Area of activity: Section Regional Affairs

Category: AD

Duration : 1 year (renewable up to 4 years)

Job Content**Overall purpose:**

- Contribute to the work of the Regional Affairs division within the Americas department which is responsible for the coordination of EU relations with Latin America and the Caribbean (LAC) at regional and thematic level. This includes relations with regional bodies such as the Community of Latin American and Caribbean countries (CELAC), the Pacific Alliance and the Ibero-American Summit process. The division also manages the relations with the Organisation of the American States. In addition, the division coordinates thematic cooperation with LAC partners (e.g. drugs, migration, human rights, climate change, gender issues and others) and horizontal tasks for the Americas department such as the relations with the European Parliament, election observation issues and briefings with a horizontal/regional content.
- Provide specific support to the COLAC Chair (see below)

Main areas of responsibility:

- Support to the EEAS Permanent Chair of the Council's Working Group for Latin America and the Caribbean (COLAC), ensuring that it serves as an effective sounding board for integrating Member States' and Commission views into EU policies towards the region and for ensuring a high degree of ownership of EU policy.
- Provide support to International Contact Group (ICG) on Venezuela
- Ensure preparation and coordination of inputs for Americas department for meetings of the Commissioners' Group for a Stronger Europe (CGSE) and Group for External Coordination (EXCO)
- Follow and act as liaison with the Iberoamerican Summit process
- Monitor emerging policy developments in areas of potential relevance for the EU's relations with the region.

Functions and Duties:

- Contribute to the definition and implementation of EU political objectives, priorities and policies vis-à-vis Latin America and the Caribbean (LAC) at bi-regional/regional level
- Coordinate with EU (Member States, Commission, etc.) and external stakeholders (regional partners, civil society, private sector, think tanks, etc.) to maximise coherence and effectiveness of EU policy and external action towards the region.
- Analyse, follow-up and give regular assessments on relevant political, economic and sectoral developments in the LAC region in the area/s of responsibility, identifying implications for EU priorities and interests.
- Contribute to/or draft and update policy papers in cooperation with the EEAS, EU Delegations and Commission services.

- Assemble briefing requests/dossiers and draft speeches, statements, declarations concerning relations with LAC
- Maintain contacts with authorities in regional organisations and partner countries, in particular with the diplomatic missions in Brussels.
- Develop and maintain close coordination and relations with other EU institutions and services, including Commission, EP, etc.
- Maintain relations, coordinate, cooperate with Council and Member States, prepare and represent the EEAS, when required, in Council Working Groups and other relevant meetings.
- Maintain close coordination with MD America's geographical divisions, other EEAS HQ divisions and EU Delegations, assisting in the provision of guidance and background information to EU Delegations and EEAS HQ as relevant.
- At division level, cooperate closely with other policy officers and team members and ensure effective back-up within the division as required.

Job Requirements

<u>Education and Training:</u>	University diploma in Law, International Relations or similar area
<u>Experience:</u>	Diplomatic experience of at least 3 years in the above mentioned areas, analysis and reporting, including communication. Experience of serving in a diplomatic mission abroad in Latin America and the Caribbean would be an asset
<u>Knowledge:</u>	Expert knowledge of the Latin America and Caribbean region, including the political, economic and social situation of the countries in the region as well as relevant regional integration processes. Good knowledge of EU external action and related EU external policies (geographic and thematic) in Latin America and the Caribbean; knowledge of EU institutions and related decisional processes, including EU Foreign and Security Policy.

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) of English and Spanish is required. Knowledge of French and/or Portuguese would be an asset.
<u>Communication skills:</u>	Ability to work and communicate information and ideas clearly and to judge the impact of decisions under time constraints in an international diplomatic and multilingual environment. Good drafting skills in English are essential.
<u>Interpersonal skills:</u>	Teamwork. Coordination and communication skills. Ability to work in a multi-cultural environment with a wide range of stakeholders in the EEAS, the European institutions, EU Delegations, EU Member States, EU Missions, civil-society organisations, think tanks and the private sector.
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Capacity to assure quality, speed and accuracy in performing a diversity of tasks in a complex, multicultural environment. Sound political judgement.
<u>Management skills:</u>	Ability to coordinate the work of a small team. Attitude to work in a constructive manner with other services.

Personal Qualities

Dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges. High standard of ethics and sense of public service.