

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

<b><u>Job Title:</u></b>	END/SNE – (Policy Officer – Global issues)
<b><u>Job Location:</u></b>	HQ / EEAS GLOBAL 2 Economic and Global Issues
<b><u>Job Number:</u></b>	345291
<b><u>Areas of activity:</u></b>	Climate Diplomacy and Green Deal Issues
<b><u>Category:</u></b>	AD (administrator/policy officer)
<b><u>Duration of secondment:</u></b>	2 years, renewable up to 4 years

### **Job Content**

#### **Overall purpose:**

The Division ‘Economic and Global Issues - GLOBAL.2’ is the focal point within the EEAS for policymaking, guidance and information on economic issues, energy, climate and environment. As part of the broader efforts to contribute to the development of a coherent EU strategy and approach to promote global issues in EU external policy, the expert will cover the external dimensions of climate change, environment and green recovery, in close cooperation within the other members of the team, the relevant Commission services and EU Member States.

#### **Functions and Duties:**

Under the direct supervision of the Head of Division, and within a cluster dealing with climate change, environment, water and energy issues, key responsibilities of the position are:

- Further develop the Division's efforts to promote and develop policy within the EEAS on climate and environmental ('green deal') diplomacy and related matters, providing diplomatic value added in these domains and promoting EU activities in this field.
- Provide, in close cooperation with other members of the team working on climate change, environment and energy issues, analysis and political advice with regard to the implementation of the external dimension of EU climate change policies, including on the EEAS activities to promote the green recovery for 'building back better' after the Covid-19 crisis. Contribute to diplomatic outreach with third countries and international organisations (seminars/webinars, bilateral discussions with partners, policymakers' roundtables, donor and IFI discussions).
- Contribute to the management of the activities of the EEAS Green Diplomacy Network, on climate diplomacy and environment; assist with other coordination activities such as the meetings of EU Director Generals for Global Issues.
- In close cooperation with the Division for Development Cooperation Coordination (GLOBAL.5), contribute to the implementation/programming of the Team Europe package and ensure close contacts with Member States on the Team Europe approach.
- Work in close cooperation with the officials in the Division to help ensure good coordination within the EU and its institutions (other EEAS departments, Commission services, Council bodies, European Parliament, EU Member States' Foreign Ministries) as well as with third country partners and multilateral organisations (industry, think tanks, civil society organisations).

- Prepare policy papers and advice in the areas of work, speeches, briefings on EU external relations on for the High Representative/Vice President, EEAS hierarchy, European Commission, etc.

### **Job Requirements**

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Knowledge and Experience: Professional experience of at least 3 years, ideally connected to the above mentioned areas; analysis and reporting; experience in diplomatic or field posting would be an asset (Embassy, International organisation, NGO, etc.); knowledge of EU institutions and decision making processes, the EU's common foreign and security policy and related EU external policies (geographic and thematic).

### **Skills**

Linguistic skills: Thorough knowledge (capacity to write and speak) of English required. Basic knowledge of French is also necessary.

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

Interpersonal skills: Teamwork, coordination and communication skills.

Intellectual skills: Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

### **Personal Qualities**

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