

Job Framework

<u>Job Title:</u>	END/SNE – (Policy Officer)
<u>Job Location:</u>	HQ MD Human Rights, Global and Multilateral Issues – Development Cooperation Coordination Division (Global.5)
<u>Job Number:</u>	165639
<u>Area of activity:</u>	Development Cooperation Coordination
<u>Category:</u>	AD
<u>Duration:</u>	2 years

Job Content**Overall purpose:**

The jobholder will be one of the 15 staff of the Development Cooperation Coordination Division (Global.5), which is the main contact point in the EEAS for all matters relating to development policy, development cooperation, programming and related budgetary issues.

The Division Global 5 – Development Cooperation Coordination Division (DCCD) - is the main contact point in the EEAS for all matters relating to development policy, including the broader 2030 Agenda for Sustainable Development, and to development and international cooperation, programming and budgetary issues, including MFF. DCCD's overall objective is to ensure that development and international cooperation and their objectives are integral elements of the EU's external action and, through this, to contribute to make the EU a responsive cooperation partner and an effective external relations actor. DCCD supports both the HRVP in his double mandate (and as chair of the FAC/DEV), and – with regard to multiannual programming of External Financing Instruments (DCI, EDF, PI, and in the future "NDICI") - the Commissioner responsible for development and international cooperation. On all these issues, DCCD works closely with its sister Divisions in MD Human Rights, Global and Multilateral Issues. DCCD also works closely with the Commission (in particular DG DEVCO, DG NEAR, DG BUDG, FPI), Member States and the European Parliament, as well as with academia, think tanks and civil society organisations.

Functions and Duties:

The SNE will – under the direct supervision of the Head of Division - contribute to the definition and implementation of EU's development and external relations policies.

The SNE will contribute to the EEAS coordination of development policy issues, including being the EEAS representative in the Council Working Party CODEV. As part of this work, the SNE should be very familiar with policy issues such as SDGs/2030 Agenda; Aid Effectiveness and Financing for Development; Policy coherence for Development; Humanitarian/Development/Peace nexus; Fragility and Resilience; financial architecture, Governance, Gender equality; and Sexual reproductive and health rights (SRHR), among others. The SNE will contribute to preparing the Foreign Affairs Council (Development) meetings and work on Council Conclusions in the area of development. The SNE will work closely with Member States and the rotating Presidency on, among other things, agendas and work programmes. In addition, the SNE will draft policy documents on key development and political issues as well as briefings and speeches for EEAS senior management and the HRVP.

During the assignment, the SNE might be asked by the Head of Division, in mutual agreement, to take on other additional tasks in DCCD.

Job Requirements

- Education and Training:** University diploma European law, political science, economy, business administration, international relations or any other related issue.
- Knowledge and Experience:** Experience of at least 3 years in the above mentioned areas at institutional level, analysis and policy development; in third countries (Embassy, International organization, NGO, etc.); knowledge of EU institutions, EU development cooperation and EU external action and related decisional processes, and EU external policies (geographic and thematic).

Skills

- Linguistic skills:** Thorough knowledge of English (capacity to write and speak) and French (capacity to read and understand) is required.
- 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.
- Management skills:** Not applicable.

Personal Qualities

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