

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

**Job Title:** Policy Advisor - Cultural diplomacy

**Job Number:** 350424

**Job Location:** EEAS HQ, Strategic Communications Division, SG.AFFGEN.6

**Area of activity:** Cultural Diplomacy

**Category:** AD

**Duration of secondment:** 2 years (renewable), starting on 1 January 2021

### **Job Content**

#### **Overall purpose:**

As part of its efforts to implement and further develop **the role of cultural diplomacy in EU foreign policy**, the EEAS seeks to recruit an SNE to work on all aspect of the **external dimension of cultural policy** and the pursuit of an **effective cultural component in the EU's external relations**.

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

##### **The expert will in particular:**

- In the area of culture, contribute - in line with the objectives of the EU Global Strategy, and the EEAS management plan - to the **development of cultural policies and cultural activities and projects** through **different external financial instruments** such as the Partnership Instrument (PI), the Instrument Contributing to Stability and Peace (IcSP), Development Cooperation Instrument (DCI) including the global public goods and challenges, and the European Development Fund (EDF);
- **Lead and support the network of the Cultural focal points in EU Delegations** through the **definition of regional, national or local strategies** and **advise the EU DEL** on how to use existing instruments to **develop cultural programmes and projects (including cooperation with local EUNIC)**;
- **Strengthen the partnership** between **EU institutions** and the network of **Member States cultural institutes (EUNIC)**;
- **Define, implement and monitor** the Preparatory action (EU Parliament) on the **European Houses/Spaces of Culture** in collaboration with EUNIC and DG EAC. Monitoring of the pilot projects implemented jointly by the EU DEL on the ground;
- **Participate in and develop informal inter-service group on culture in external relations** (DEVCO, EEAS, NEAR, EAC);

- **Build partnerships with European Cultural networks** (notably EUNIC) and **civil society organizations**;
- Participate in **inter-service consultation process for the EEAS, Council bodies, European Parliament Committees and other institutional bodies**;
- Promote, develop and manage **links with other parts of EEAS** (geographical and thematic) and with **EU institutions** in particular the European Commission (DG EAC, DEVCO, NEAR, FPI, GROW);
- Ensure **good coordination with EU Member States** as well as **multilateral organisations** (UN bodies and other actors - industry, think tanks, civil society organisations);
- Preparation of policy, briefings and advice on cultural issues for senior officials the High Representative/Vice President, EEAS hierarchy, European Commission.

### **Job Requirements**

#### **Education and Training:**

- A university diploma in law, political science, cultural institutions management or any other related issue

#### **Knowledge and Experience:**

- Professional experience in the EU's international cultural relations, profound knowledge of the different networks of actors and their respective roles and responsibilities and related decisional processes;
- Experience with cooperation with key players in multilateral cultural policies, such as UNESCO and the Council of Europe;
- Professional experience in the diplomatic service of an EU member state in the field of foreign cultural policies in capital and abroad;
- Experience in project management, organizing conferences and seminars, also online, and in financial administration.

### **Skills**

#### **Linguistic skills:**

- Thorough knowledge (capacity to write and speak) in English required. EN and a certain knowledge of FR are necessary to work with EEAS HQ.

#### **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. Capable to adapt quickly to new situations and deal with new challenges;
- Ability to manage heavy workload and to work under pressure, with capacity for accuracy, paying close attention to detail and quality of work.