

## **Seconded National Expert for a Delegation of the European Union**

### **Job Description**

- Job Title:** SNE – UN/Geneva -Adviser for disarmament, non-proliferation and human security
- Job Location:** Delegation of the European Union to the Office of the United Nations and other International Organisations in Geneva
- Area:** Political Section - Disarmament and non-proliferation
- Category:** AD
- Post number:** 316523
- Duration:** 12 to 24 months, with possibility of extension up to 4 years in total

### **Job Content**

#### **Overall purpose:**

Under the direct supervision of the Head of Section and/or Head of Delegation (HoD), to assist the Delegation and contribute to

- analysis and reporting on the overall situation and developments in the Conference on Disarmament and other multilateral arms control, disarmament and non-proliferation fora related to Weapons of Mass Destruction and conventional weapons
- EU coordination and relations with EU Member States and third countries in these fields
- other areas of CFSP and CSDP, going beyond the fields of disarmament, non-proliferation and human security, as dictated by the needs of the Delegation.

#### **Functions and duties:**

The expert may be asked to provide expertise in the following domains (to be further defined, limited or extended by the Head of Delegation / Head of Section):

#### **Analysis and reporting**

- prepare timely contributions to policy development in Brussels through early warning, advice and responding to specific requests
- prepare briefings and reports

#### **EU coordination**

- prepare EU statements for multilateral arms control, disarmament and non-proliferation fora
- contribute to related negotiations with EU Member States

### **External representation**

- develop contacts with relevant international organisations, such as UN Office for Disarmament Affairs and respective Conventions' secretariats
- develop contacts with representatives of EU Member States' and other UN Member States' diplomatic representations.
- develop contacts with think tanks and the NGO community

### **Information and communication**

- contribute to the Press and Information activities of the Delegation in relevant areas
- maintain relations and conduct outreach activities with relevant Geneva-based organisations

### **Job Requirements**

**Education and Training:** University diploma in law, political science, economy, or any other related issue or experience relevant to the job.

**Experience:** Diplomat/civil servant with a preferable minimum of 3 years of experience within a diplomatic service at HQ or in a third country in an embassy, or in an international organisation; knowledge of EU institutions, related decision-making processes, in particular familiarity with CFSP-CSDP, relevant EU external action and related EU external policies of a geographic or thematic nature. Knowledge of multilateral affairs and ideally UN would be an advantage.

### **Skills**

**Linguistic skills:** Thorough knowledge (writing and speaking) in English; French an asset.

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

**Interpersonal skills:** propensity for teamwork, coordination and communication, solid analytical capability, excellent drafting and reporting skills, rapid grasp of problems and capacity to identify issues and solutions

### **Personal Qualities**

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

Some travel required.