

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	Policy Officer Training Partnerships with Member States
<u>Job Location:</u>	EEAS HQ, BA.HR.4, Brussels
<u>Job Number:</u>	167052
<u>Area of activity:</u>	EEAS Learning & Development
<u>Category:</u>	END
<u>Duration of secondment:</u>	1 year, renewable

Job Content

Overall purpose: The policy officer will be responsible for the management of partnerships with EU MS Ministries of Foreign Affairs and Diplomatic Academies in the field of learning and development.

Functions and Duties: He/she will in particular:

- Manage, promote and further develop the Diplomatic Training Programme (DTP) and European Diplomatic Programme (EDP)
- Organise annual seminars for MS diplomats
- Organise regular information exchange with MS MFA training departments
- Organise job shadowing programmes in the EEAS for MS diplomats
- Prepare and assist at the regular meetings of Training Directors
- Support the Head of Sector in public outreach activities, such as development of communication on EEAS L&D activities through social media, etc.
- Represent the Division in respective fora;
- Contribute to the functioning and enhancement of the EU Diplomatic Academy programme.
- Promote partnerships with EU MS in the context of the EU Diplomatic Academy programme.
- Search input on best practices in MS on different policy areas relevant to career development, learning and development.

Job Requirements

<u>Education and Training:</u>	University degree in law, political science, economy, business administration or any other related issue
<u>Knowledge and Experience:</u>	Experience of at least 3 years in the above mentioned areas at institutional level; Knowledge of EU institutions, related decisional processes, EU external action and related EU external policies;

Skills

<u>Linguistic skills:</u>	Fluency in EN and a good knowledge of French (speaking, writing) is required.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Teamwork. Coordination and communication skills.
<u>Intellectual skills:</u>	Solid conception and organizational skills, capacity to work in a team. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

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