

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – POL
<u>Job Location:</u>	Brussels, EEAS.SG.AFFGEN.1 (Policy Coordination Division)
<u>Job Number:</u>	355632
<u>Area of activity:</u>	Policy Officer for Relations with the Council
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years

Job Content

Overall purpose:

Under instruction and supervision of the Head of Division and in support of the EEAS Secretary-General and Deputy Secretaries-General,

- Support the effective preparation, management and follow-up to European Council, Foreign Affairs and other Council meetings.
- Coordinate and prepare briefings for the HRVP, President of the European Council, the President of the European Commission, Commissioners for meetings with Member State interlocutors.
- Follow and, where necessary coordinate, a number of geographic and topical thematic files.

Functions and Duties:

External relations – Support to European Council, Foreign Affairs Council and other Council formations

- Support the effective participation of the HRVP in European Council, Foreign Affairs Council and other Council formations meetings, including briefings, meeting logistics, reporting and follow-up, in close cooperation with EEAS services and senior management, with the HRVP Cabinet, as well as with the Council, the Commission and Member States.
- Support to the cycle for preparations and follow-up to Foreign Affairs Council meetings in the different configurations chaired by the High Representative, including on preparations with the Member States through Coreper, PSC and Antici group.
- Facilitate the HRVP's/EEAS' preparation and participation in other Council formations where the external dimension of security-related files warrant an active EEAS input and participation.

Relations with Member States and other EU institutions – EU coordination

- Provide advice and guidance to EEAS services on Council-related working methods.
- Support the HRVP, the President of the European Council, the President of the European Commission, Commissioners and EEAS senior management in bilateral meetings with interlocutors from EU Member States.

Policy analysis and policy promotion / public diplomacy

- Follow a number of geographic and topical thematic files of particular interest to the Council and Member States, including as regards the preparation of major upcoming joint initiatives and HR/COM initiatives in that area.
- Contribute to the visibility and outreach efforts of the HRVP and the EEAS Secretary-Generals / Deputy Secretary-General, with a specific focus on the priorities of the Member States.

Job Requirements

<u>Education and Training:</u>	University degree international law political science, international relations, security studies, European studies or similar studies
<u>Knowledge and Experience:</u>	Experience of at least 3 years in the above mentioned areas at institutional level; Knowledge of EU institutions and related decision making processes, CFSP-CSDP, justice and home affairs, EU external action and related EU external policies (geographic and thematic). Direct experience in the work of the Council and its preparatory bodies, notably in a Permanent Representation or the EU Department in a Ministry of Foreign Affairs would be an asset.

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) of English. Good knowledge of French.
<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. Pro-active approach. Representation and networking.
<u>Intellectual skills:</u>	Solid analytical capability as well as excellent drafting and reporting skills. 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, including under time pressure. Team