

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

Job Title: END/SNE – Political and Security Committee Policy Officer

Job Location: EEAS HQ - Political and Security Committee

Job Number: 177761

Area of activity: Political and Security Committee

Category: AD

Duration of secondment: 1 year, renewable up to 4 years

### **Job Content**

#### Overall purpose:

The Political and Security Committee (PSC) Division directly supports the PSC Chair by setting PSC agendas; ensuring the smooth conduct of PSC meetings; advice on handling, the facilitation of compromises, swift reporting; and contributing to effective follow-up of PSC meetings. The team works closely with Member States, EEAS services (including Working Group Chairs), the Council Secretariat and the European Commission. It acts as a focal point for the EU Special Representatives (EUSRs) file within the EEAS. The Division is a lively team of 10 colleagues, embedded in the EEAS' Political Affairs Department, which is the main vehicle for political steer and coordination within the EEAS.

#### Functions and Duties:

Under the supervision of the Head of Division, the successful candidate will be responsible for organising and preparing the meetings of the PSC, in close coordination with concerned EEAS services, other EU institutions and Member States. In the current COVID context, the team blends teleworking with occasional presence at the office/ PSC.

His/her main duties will be:

- To act as a focal point in the PSC team for EEAS services and Working Group Chairs, for a specific geographical area (e.g. Russia, Eastern Partnership, Central Asia, the Americas) and thematic issues (e.g. Space policy, Non-Proliferation and Disarmament, OSCE, Council of Europe, NDICI Crisis Response)
- To be the early warning focal point for issues which should be considered for the PSC's agenda;
- To liaise with EEAS Services in the preparation of annotated agendas, associated documents, briefings and advice on handling and conclusions for the PSC Chair;
- To adjust briefings for the Chair, in view of preparations and advice;
- To ensure appropriate reporting for the items s/he covers items on the agenda and to ensure follow-up of decisions made in the Committee.

## **Job Requirements**

<b><u>Education and Training:</u></b>	University diploma law, political science, economy, business administration or another related topic.
<b><u>Knowledge and Experience:</u></b>	Experience of at least 3 years in the above mentioned areas at institutional level, with analysis and reporting. Experience in third countries (Embassy, International organization, NGO, etc.). Knowledge of EU institutions, related decisional processes, CFSP-CSDP, EU external action and related geographic and thematic EU external policies (ideally but not exclusively in the areas mentioned above) plus regional integration processes, if relevant.

## **Skills**

Candidates should have:

- Experience of CFSP, CSDP and other external relations policies.
- Experience of the role of the PSC and Council Working Groups;
- Good understanding of the EEAS, of inter-institutional procedures and EU decision-making processes more broadly;
- An excellent ability to maintain diplomatic relations, and to ensure representation, communication in a complex, multicultural environment;
- An excellent capacity to create constructive working relations with representatives of national authorities, international organisations and EU Member States;
- Strong team player.
- Strong drafting, communication and analytical skills combined with sound judgement;
- Excellent knowledge of English and French.

The following would be additional assets:

- Experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- Experience of working in a team in multi-disciplinary and multi-cultural environment;
- A strong sense of organisation and experience in policy coordination work;
- Experience of negotiations.

## **Personal qualities**

Dynamic. Team player. Motivated and flexible personality. Ready to adapt quickly to new situations and deal with new challenges.

## **Equal opportunities**

The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service that is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Candidates with disabilities are invited to contact ([SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@eeas.europa.eu)) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.