

EUROPEAN EXTERNAL ACTION SERVICE



Sven Koopmans

**European Union Special Representative
for the Middle East Peace Process**

ANNEX I

Advertisement for the secondment of a Political Adviser
to the EU Special Representative for the Middle East Peace Process (**Brussels based**)

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| Organisation: | EU Special Representative for the Middle East Peace Process |
| Job Location: | Brussels |
| Availability: | September 1, 2024 or as soon as possible thereafter and until 28 February 2025 |
| Contract Regime: | Secondment for the post of Political Adviser to the EUSR for the Middle East Peace Process (Brussels based) |
| Job Titles/Vacancy Reference: | Political Adviser |
| Number of posts: | One post |
| Deadline for applications: | 5 July 2024 |
| Email address to send the CV and motivation letter : | EUSR-MEPP@eeas.europa.eu |
| Additional information: | EUSR-MEPP@eeas.europa.eu |

The EU Special Representative for the Middle East Peace Process kindly requests Member States, the institutions of the European Union and the EEAS to consider the secondment of one staff member for the post of Political Adviser to the EU Special Representative for Middle East Peace Process (Brussels based), according to the described requirements and information provided below:

1. Essential requirements

Citizenship - Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Integrity - The candidate must maintain the highest standards of personal integrity, impartiality and self-discipline. Candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to the mission or respective tasks and activities. The candidate shall carry out their duties and act in the interests of the mission.

Education and professional experience - The candidate is expected to have a Master degree in a relevant field and at least eight years of relevant international professional experience (diplomacy, political, legislative experience, fieldwork or political analysis). The candidate must have experience working for a diplomatic or international mission abroad. Experience in conflict-sensitive environment is an asset. The candidate must have a practical, pragmatic, and professional approach.

Negotiation and relational skills - The candidate must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment. The ability to work in a demanding, deadline driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds is crucial.

Flexibility and adaptability - The candidate must be able to work in potentially arduous conditions with a limited network of support. He or she must be able to work independently, be creative and pro-active. Strong interpersonal and communication skills are required. Good networking abilities are a must.

Ability to communicate effectively in English- The candidate must be fully fluent in English, both written and oral.

Computer skills - Skills in word processing, spreadsheets and email systems are essential, as is knowledge of social and political networking tools.

Travel – This job requires extensive travel.

2. Recommended requirements or experience

Diplomatic or EU official status.

Knowledge of the EU institutions and the EEAS.

Practical work experience in and knowledge of the Middle East.

International experience - To have diplomatic experience, including in conflict settings.

Language skills - In addition to English, a good knowledge of French, Arabic or Hebrew will be an asset.

3. Job description

The EUSR MEPP is looking for an experienced Political Adviser who can make substantive diplomatic, organizational, and intellectual contributions to implementing the EU's vision on the Middle East Peace Process and supporting the EUSR in implementing its mandate.

Under the supervision of the EUSR and in conjunction with four Political Advisers based in Brussels, the Political adviser will, among other things:

- Prepare briefings, speeches, mission and meetings related reports for the EUSR, in close cooperation with the European External Action Service (EEAS), as appropriate.
- Prepare, participate in, or convene and conduct relevant meetings on behalf of the EUSR and pursuant to the EUSR's mandate, per the EUSR's instructions
- Provide political, diplomatic, and strategic advice, as necessary.
- Monitor the developments relevant to the Middle East Peace Process of particular interest for the EUSR in close cooperation with the EEAS and propose appropriate courses of action.
- Establish a sound working relationship with counterparts (in particular government officials and in civil society).
- Report on and analyze political, economic, legal and security developments in relation to the Middle East Peace Process.
- Collect and monitor daily press and internet clippings on the Middle East Peace Process.
- Maintain close contact with EU member states, the European Commission and the European Parliament.
- Maintain close contact with the international partners, notably with relevant UN organizations and Special Procedures.
- Support the EUSR in his travels to third countries.
- Coordinate with the EEAS and its relevant departments to ensure coherence and consistency in the EU-policy for the Middle East Peace Process.
- Perform other duties as and when required.