

EEAS

NOTICE OF VACANCIES

for posts of

co-financed SECONDED NATIONAL EXPERTS

in **EUROPEAN UNION DELEGATIONS** outside the EU

Central contact point for applications by e-mail :
Division **EEAS.MDR.C3** – MDR-C3-END-Delegations@eeas.europa.eu

**Vacant posts for job profile “Political analysis and reporting” /
Postes vacants pour le profil d’emploi «Analyse politique et reporting»**

Delegation	N° post SYSPER2	Delegation section	Comments
1 GUATEMALA, Guatemala	To be created	POL	

Indicative list which may be completed by additional posts with equivalent profiles for Delegations in the same region or for another region

Listes indicatives susceptibles d’être complétées dans des profils équivalents par des postes additionnels pour des Délégations dans les mêmes régions ou pour d’autres régions.

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE
<u>Job Location:</u>	Delegation of the European Union to Guatemala
<u>Job Number:</u>	
<u>Area of activity:</u>	Political Section
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose: The seconded national expert would assume the role of political adviser, answering directly to the Head of Delegation.

Functions and Duties:

The expert would, among other tasks assigned by the HoD:

- Ensure timely and high quality reporting on political developments in Guatemala, in particular where these have an impact on relations with the EU;
- Draw up sectoral and issue analyses as required, on all issues of policy and political importance to the EU in Guatemala;
- Provide input on policy development, public response and cooperation programming on political issues, especially on human rights, governance, democracy and security;
- Prepare and provide material including briefings for EU/Guatemala policy dialogues, high-level meetings, conferences, seminars and media appearances;
- Formulate position papers for the communication of EU policy;
- Establish the necessary regular contacts with HQ services for the above tasks;
- Liaise with member states and other partner countries and stakeholders, leading consultations and coordination as required, including an EU political adviser working group as appropriate;
- Maintain regular contact with key international and domestic political actors (national and local government authorities, political leaders, civil society, member states, business, donors...).

Job Requirements

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Knowledge and Experience: Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, International organization, NGO, etc.); Knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English, French and Spanish is required. EN and FR are necessary to work with Commission HQ.

- Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Interpersonal skills: Teamwork. Coordination and communication skills.
- Intellectual skills: Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Management skills:

Personal Qualities

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