

EEAS

NOTICE OF VACANCIES

for posts of

"cost-free" 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	New York	186032	POL4	Libre / vacant

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.

Seconded National Expert for a Delegation of the European Union

Job Description

<u>Job Title:</u>	SNE – Advisor/Counsellor – 5 th Committee
<u>Job Location:</u>	EU Delegation to the United Nations, New York, USA 5 th Committee Section
<u>Job n°:</u>	186032
<u>Area of Activity:</u>	UN Administration, Financial & Budgetary Issues (5 th Committee)
<u>Duration:</u>	12 months, with possibility of extension up to 24 months

Overall purpose:

Under the direct supervision of the Head of Section (HoS) and/or Head of Delegation (HoD) to assist the Delegation in the external representation of, and coordination among, the European Union Member States in the area of UN General Assembly Fifth Committee issues, in accordance with the current HOM's arrangement.

Functions and Duties:

Under the supervision of the HoS and HoD, the expert will assist with the following tasks:

- organising and leading on specific internal EU coordination and other meetings at expert level;
- preparing EU statements and negotiating positions;
- contribute to preparation of negotiations on behalf of EU Member States;
- establishing and maintaining contacts with representatives of UN Member States, other observer missions at the UN, the UN Secretariat and other relevant actors in New York;
- covering relevant UN meetings and ensuring preparation of reports on such meetings;
- preparing briefings and analysis of UN documents and other relevant materials;
- monitoring and reporting regularly and in a timely fashion to HoS, HoD and Headquarters
- organising visits of EU Commissioners, colleagues from Headquarters, MEPs and accompanying them on their visits;
- supervising (if appropriate) interns' daily activities and overall performance, providing feedback;
- providing other support to the work of the delegation as required.

Job Requirements:

Education and training

Postgraduate degree in social or political science, economics, business, public administration, finance or law, or equivalent professional experience.

Knowledge and experience

At least 3 years experience in the public administration of an EU Member State (foreign affairs and/or finance), including, preferably but not mandatory, at least one year in the area of UN General Assembly Fifth Committee issues.

Linguistic skills

English proficiency is required. French, and/or Spanish knowledge would be an asset.

Competencies:**Communication skills**

- effectively transfer thoughts and express ideas orally or verbally in individual or group situations;
- present oneself clearly and articulately when speaking with an individual or before a group assuring that others fully comprehend the intended message.
- good drafting and reporting skills.

Analytical ability

- ability to grasp new concepts, approaches and systems in a short timeframe and under time pressure.

Interpersonal skills

- use appropriate interpersonal styles and methods to guide individuals or groups toward achieving results;
- cooperate and work collaboratively toward solutions that generally benefit all involved parties; work cooperatively with others to accomplish objectives.
- good team spirit.

Judgement

- weigh alternative courses of action and show to be able to make decisions that reflect factual information and are based on rational and logical assumptions that take EU Member States' resources and interests into consideration.

Problem solving

- able to identify and define problems through the gathering of relevant information leading to the development of alternative solutions.

Persuasiveness

- utilize appropriate interpersonal skills, styles and methods to reach agreement or acceptance of an idea, plan or activity.