

**EEAS**

**NOTICE OF VACANCIES**

For a post of

**cost-free SECONDED NATIONAL EXPERT**

**in EEAS – EUROPEAN EXTERNAL ACTION SERVICE**

**Central contact point for applications by e-mail:  
Division EEAS.MDR.C3 – [EEAS-MDR-C3-SNE-HQ-OTHERS@eeas.europa.eu](mailto:EEAS-MDR-C3-SNE-HQ-OTHERS@eeas.europa.eu)**

**Vacant post for job profile “Policy Officer” /  
Poste vacant pour le profil d’emploi “ Chargé de Politique ”**

DIRECTORATE/DIRECTION	N° post SYSPER2	Comments
<b>EEAS.III.A.3 Turkey Division</b>	226850	Libre/vacant
<b>EEAS.III.A.3 Turkey Division</b>	226851	Libre/vacant

## END/SNE – JOB DESCRIPTION

### 2 x POLITICAL OFFICERS, EEAS TURKEY DIVISION

#### Job Framework

<u>Job Title:</u>	2 x END/SNE – (POL)
<u>Job Location:</u>	HQ, MDIII – Division A.3 (Turkey)
<u>Job Number:</u>	226850 and 226851
<u>Area of activity:</u>	Political / economic / security team
<u>Category:</u>	AD
<u>Duration of secondment:</u>	1 year, extendable

#### Job Content

##### Overall purpose:

The EEAS has, as of 1 February 2015, established a new Turkey Division. The Division is responsible for managing the EU's strategic and foreign policy relationship with Turkey, taking full account of the breadth of our ties. It has overall responsibility for handling political dialogue meetings with Turkey.

The Division will coordinate foreign and security policy contact with Turkey within the EEAS, focusing on developing concrete cooperation with Turkey on our shared regional and international priorities. It will do so in close coordination with the relevant departments of the EEAS and the European Commission, in particular DG NEAR, with Member States and the European Parliament, and with the relevant delegations.

The Division will ensure full coordination with all other aspects of the EU's relationship with Turkey taken forward by the Commission: the accession negotiations; support for a more dynamic economic, business and trade relationship (including through the Customs Union); energy diversity and security; and further progress on visa/migration. It will coordinate closely at all times with DG NEAR and all other relevant Commission DGs.

The Division will follow political, diplomatic, legal and institutional developments in Turkey and provide analysis, guidance and advice on them as appropriate, with particular emphasis on those relating to, or affecting, Turkish foreign and security policy.

##### Functions and Duties:

Under the supervision of the Head of Division, the Turkey Division will broadly focus on three areas of work:

- i) Political: political dialogues and consultations, inter-service consultations, GAC;
- ii) Security: including CT, CSDP, CFSP; linking these to wider geographic, humanitarian and JHA issues;
- ii) Economic: supporting Commission work on economic, business and energy ties, as well as other multilateral and global issues.

There is also a steady stream of briefings, PQs, statements and media LTTs to prepare, and a wide range of contacts with the Council, European Parliament, media, NGOs and other stakeholders to maintain.

The EEAS is seeking two cost free SNEs to join this team. Specific lead responsibilities will need to be focused on one of the three areas of work outlined above. But a final decision on portfolio will be made on the basis of applications received, and relevant skills and experience. In any case, all members of the team will need to be able to cover all three areas of work to some extent.

## **Job Requirements**

<b><u>Education and Training:</u></b>	University diploma.
<b><u>Knowledge and Experience:</u></b>	Experience in foreign affairs, professional knowledge of Turkey and/or its region, and knowledge of the EU institutions are all useful factors.  In addition, depending on the specific role identified, knowledge or experience in one or more of the following areas would be useful:  <ul style="list-style-type: none"><li>- EU decision-making processes, CSDP, CFSP;</li><li>- Key geographic areas of importance to the EU and Turkey – eg MENA region;</li><li>- International organisations, NGOs etc;</li><li>- Trade, economy, energy, humanitarian, migration, JHA</li></ul>

## **Skills**

<b><u>Linguistic skills:</u></b>	Thorough knowledge of English is essential – the capacity to speak and to write clearly and succinctly. Working knowledge of French. Knowledge of Turkish a bonus.
<b><u>Communication skills:</u></b>	Strong drafting and reporting skills – the ability to write with impact, and to produce astute, concise and clear political advice, public correspondence etc - under time constraints.  Capacity to work productively and to communicate with impact and authority in an international diplomatic and multilingual environment, often with important stakeholders.
<b><u>Interpersonal skills:</u></b>	Teamwork. Ability to coordinate across teams and to network and create trusting and mutually beneficial partnerships.
<b><u>Intellectual skills:</u></b>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues, risks and concrete solutions.
<b><u>Management skills:</u></b>	There will be no formal management responsibilities. But good self-management and task orientation are essential, as is the ability effectively to work with, task and motivate the team assistant.

## **Personal Qualities**

An enthusiasm to seek out opportunities; resilience in pursuing new ideas; a results-based approach, developing these ideas into concrete outcomes.