

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**

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

DIRECTORATE/DIRECTION	N° post SYSPER2	Comments
EEAS.I.B.1 - Asia & Pacific Department – China, Hong Kong, Macao, Taiwan, Mongolia Division	172628	Libre/vacant à partir de/as of 01/09/2015

END/SNE – JOB DESCRIPTION

Job Title: END/SNE – (POL)

Job Location: HQ, Asia & Pacific Department – China, Hong Kong, Macao, Taiwan, Mongolia Division (EEAS I.B.1)

Job Number: 172628

Area of activity: Political Affairs

Category: AD

Secondment duration: Three years, with the possibility of extension to four

Job Content

Overall purpose:

Under the direct supervision of the Head of Division and/or Deputy Head of Division, the job holder will assist with:

- Co-responsible within the division for EU-China political relations, including contributing to the preparation of EU-China summits, high-level political visits and dialogues in terms of content and process.
- Providing analysis and advice on the overall situation and domestic developments in China and its political relations with the EU and its Member States.
- Monitoring implementation of the EU-China 2020 Agenda for Cooperation, liaising with EEAS and Commission services in that regard, and making proposals to exploit opportunities and solve problems when they arise.
- On request, providing analysis and advice on China's growing influence in other regions of the world, including responsibility for following one or more of the EU's regional/thematic political dialogues with China.

Functions and Duties:

External Relations

- Review and respond to reporting from the EU's Beijing Delegation and from EEAS and Commission services in Brussels in the above areas of responsibility, making recommendations for follow-up action whenever appropriate.
- Draft briefings, speeches, statements and answer correspondence and questions concerning China in the above areas of responsibility.
- Co-operate with EEAS and Commission services in organising meetings, working visits and other events aimed at ensuring a coordinated EU policy approach.
- Draft responses to inter-service consultations in the above domains.
- Liaise with the Chinese Mission in Brussels as necessary to pursue further political cooperation.

Political Analysis

- Analyse latest domestic developments in China and their implications for EU-China relations.
- Gather and synthesise inputs and proposals for EU-China initiatives and advise on their compatibility with the EU's overall policy objectives vis-à-vis China.

Negotiations

- Prepare and coordinate negotiations with Commission services, Member States and the Chinese side, as appropriate, to advance the EU's agenda with China.

Policy Development

- Contribute towards defining and developing EU policies concerning relations with China in co-ordination with EEAS, Commission services and Member States.
- Attend COASI and other meetings with Member States when necessary.

Inter-Institutional Relations

- Organise and maintain relations, co-ordination and contacts with other EU Institutions.

Job Requirements

Education and Training

University diploma in law, political science, economy, business administration or a related field.

Knowledge and Experience:

At least three years' experience in dealing with political relations with China or other comparable EU partners, including analysis and reporting;

Good knowledge of EU institutions and related decisional processes, CFSP-CSDP and relevant EU external policies.

Skills

Linguistic skills:

Thorough knowledge of and ability to write and speak English and French. Knowledge of Mandarin would be an advantage.

Communication skills:

Capacity to work and communicate under time constraints in an international and multilingual environment.

Interpersonal skills:

Teamwork. Good coordination and communication skills.

Intellectual skills:

Solid analytical capability as well as drafting and reporting skills. Capacity to grasp problems rapidly and to identify issues and solutions.

Management skills:

Not applicable.

Personal Qualities

Good team worker. Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and challenges.