EEAS

NOTICE OF VACANCY

for post of

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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	**Cuba, Havana**	185717	POL	Libre à partir de / vacant as of 1.12.2015

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

Job Title: END/SNE – Counsellor (POL)

Job Location: Delegation of the European Union to Cuba, Havana

Job Number: 185717

Area of activity: Section: Political and Economic

Category: END

Duration of secondment: 2 years

Job Content

Overall purpose:

Under the direct supervision of the Head of Delegation (HOD) and/or Head of Political and Economic Section (HOS), contribute to the:

- Analysis and reporting on political and economic matters
- Analysis and reporting in the fields of EU consular cooperation (Schengen and protection of EU citizens)
- Analysis and reporting on Cuba's external relations and EU strategic partners (UN, China, Middle East, Russia)

Functions and Duties:

Under the direct supervision of the Head of Delegation (HOD) and/or Head of Section (HOS), assist the HOS in co-ordinating the sub-section's activities, where required:

- Secretary of the EU HOMs Group (monthly and ad hoc meetings, agenda, minutes)
- Daily check and analysis of incoming COREUs
- Media coverage monitoring and reporting through weekly news (national and regional)
- Analysis of policy documents of interest and relevance for Cuba and the LAC region
- Establish and maintain a network of contacts with national and local authorities in the economic and trade sphere and with EU foreign investors
- Assist the HOS with preparation and reporting of EU meetings of the consular and economic-trade working groups and take over the chair and coordination of these groups after a transition period
- Inputs to economic and trade reporting, either regular (e.g. monthly reports) or occasionally (flash notes, analytical notes)

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, NGOs, etc.); Knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, trade policy, 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, preferably also in French. EN and FR are necessary to work with Commission HQ. Knowledge of ES as the (official and working) language of the host country is necessary.

<u>Communication skills</u>:	Capacity to work and communicate respectfully and with sensitivity, under time constraints, in an international diplomatic and multilingual environment.
<u>Interpersonal skills</u>:	Teamwork. Coordination and communication skills.
<u>Intellectual skills</u>:	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
<u>Management skills</u>:	Ability to chair and organize working groups.

Personal Qualities

Dynamic. Motivated and flexible personality. To adapt quickly to new situations and deal with new challenges. Discreet and sensitive to the local context.