

**EEAS**

**NOTICE OF VACANCY**

for post of

**co-financed SECONDED NATIONAL EXPERT**

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](mailto: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	<b>Colombia, Bogota</b>	203152	POL	Libre à partir de / vacant as of 01.09.2015

*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

<u>Job Title:</u>	END/SNE – (POL)
<u>Job Location:</u>	Delegation of the European Union to Colombia
<u>Job Number:</u>	203152
<u>Area of activity:</u>	Section political, press and public diplomacy
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

### Job Content

Overall purpose: Monitor and contribute to:

- analysis and reporting in the field of justice, freedom, rule of law, human rights and good governance in the host country;
- organising and chairing the EU member states cluster group for follow up of the EU human rights strategy;
- analysis and reporting on the overall situation and development in the host country, including regional aspects and relations with the EU and its Member States.

Report on policies related to peace building and conflict prevention, together with colleagues from the cooperation sector.

Under the direct supervision of the Head of Section and/or Head of Delegation (HoD), assist the Head of Section in co-ordinating the sub-section's activities as required.

### Functions and Duties:

- Regular reporting on the political situation in Colombia (incl. domestic politics, foreign policy and regional affairs).
- In charge of the follow up of the EU human rights strategy; as such, coordinate meetings with EU Member States and other interested parties, be an interlocutor with the host country's public sector as well as civil society, organize the yearly bilateral dialogue on human rights, initiate common activities in the field of human rights (including field visits, declarations in social media).
- Follow up on all issues related to human rights, gender violence, children, human rights defenders, representatives of indigenous organisations etc.
- Present EU policies and positions at conferences and other public events (including media).
- Liaise and cooperate with the Trade and Cooperation sections in areas of common interest and tasks.
- Replace the Head of Section during his absence.

### Job Requirements

Education and Training: University diploma in law, political science, business administration or any other related issues.  
A degree on human rights would be an asset.

Knowledge and Experience:

Experience of: - at least 4 years in the above-mentioned areas at institutional level, - analysis and reporting; - working in third countries (embassy, international organization, NGO, etc.).

Good knowledge of: - EU institutions and the EU decision-making process, - EU Common Foreign and Security Policy / European Security and Defence Policy; - Justice and home affairs; - EU external action and policies (geographic and thematic); - relevant geographic area and regional integration processes.

**Skills**

Linguistic skills:

Thorough knowledge (capacity to write and speak) in English and Spanish is required. French would be an asset. EN and FR are necessary for relations with headquarters; knowledge of Spanish is essential to work in the country.

Communication skills:

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

Interpersonal skills:

Teamwork. Coordination and communication skills. Stress resilience.

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:

Experience in the management of a small team would be an asset.

**Personal Qualities**

Dynamic. Motivated and flexible personality. To adapt quickly to new situations and deal with new challenges. Ready to travel inside the country and adapt to flexible working hours.