

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: END/SNE – Desk Officer for political issues

Job Location: EEAS MD III-B3

Job Number: 179604

Area of activity: Russia Division

Category: AD

Duration of secondment: 2 years (may be renewed to max 4 years)

Job Content

Overall purpose: to contribute to the task of defining and implementing a broad range of EU policies, relating to, *inter alia*, Russian foreign policy and domestic policy developments, political dialogue meetings with/on Russia, crisis management cooperation, security issues, and support to Common Spaces implementation and external aspects of internal EU policies; to prepare related briefings, policy papers, speeches and declarations.

Functions and Duties:

⇒ **Policy analysis**

- Analyse, follow-up, and give updates on the developments in the fields highlighted above.

⇒ **Policy definition**

- Contribution to the definition of EU policies in the fields highlighted above, in co-ordination with other European institutions, Member States, the countries concerned, and other partners.

⇒ **Political dialogue**

- Contribute to preparation, conduct and follow-up of relevant meetings under the PCA and the Common Spaces; contact point for relevant dialogues.

⇒ **Negotiations**

- Contribute to the negotiation of the new EU – Russia agreement as appropriate (external security, institutional provisions).

⇒ **External communication**

- Communicate relevant policy to outside organizations and contacts.

Job Requirements

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Knowledge and Experience: Proven diplomatic experience and demonstrated good political judgment and skills

SKILLS

Linguistic skills:

Excellent drafting skills in English are expected. Knowledge of Russian would be an asset.

Communication skills:

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

Interpersonal skills:

Teamwork. Coordination and communication skills.

Intellectual skills:

Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

Dynamic. Motivated and flexible personality. To adapt quickly to new situations and deal with new challenges.