

EEAS

NOTICE OF VACANCIES

for posts of

co-financed SECONDED NATIONAL EXPERTS

in **EUROPEAN UNION DELEGATIONS** outside the EU

Central contact point for applications by e-mail:
 Division EEAS.BA.HR.3 – SNE-DELEGATIONS@eeas.europa.eu

Vacant posts for job profile “Governance, Institution Building and Pre-accession Reporting” /

Postes vacants pour le profil d’emploi «Gouvernance, Renforcement des Institutions et des Rapports de Pré-adhésion »

	Delegation	N° post SYSPER2	Delegation section	Comments
1	FYROM, Skopje	153171	PPI	Libre à partir de / vacant as of 01.09.2016

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 – Political Officer

Job Location: Delegation of the European Union to the former Yugoslav Republic of Macedonia, Skopje

Job Number: EEAS 153171

Area of activity: Governance, Institution building and pre-accession reporting

Category: AD

Duration of secondment: 2 years (extension possible up to 4 years)

Job Content

Overall purpose : To assist the Head of Delegation and the Head of Section in political reporting and to follow-up the political developments in the former Yugoslav Republic of Macedonia.
The Political officer could also as appropriate be called to advise on the main cooperation activities between the EU and the former Yugoslav Republic of Macedonia in the area of fight against organised crime, police reform, security sector reform and CFSP/ESDP.

Functions and Duties: The Political officer will work closely with the EEAS and Commission Headquarters. The job includes regular monitoring, analysis and reporting on the political situation. This will also be in the context of establishing the pre-accession reports relating to the former Yugoslav Republic of Macedonia. The job holder will also be asked to contribute to the resolution of the political crisis in the country. The political officer can also be called to represent the delegation in various meetings and conferences.

The political reporting to the EEAS and Commission headquarters is done on a weekly, monthly, annual and ad hoc basis; the task involves continuous contacts with political parties, international community, national authorities and other sources of information. He/She will have to liaise with the authorities in performing the above duties. He/She will liaise and coordinate with the international community as well as with the EU Member States in the areas covered.

Job Requirements

Education and Training: The successful candidate should be an EU Member State official. The candidate should have a university degree in law, political sciences or other equivalent educational background and a working experience of at least 8 years in the following areas: political reporting, international relations diplomacy, CFSP/ESDP, multilateral relations.

Knowledge and Experience: Knowledge and experience of the areas of EU Enlargement policy and EU policy in the Western Balkans (Stabilisation Association Process) will be a distinctive advantage. International experience (in particular in the context of the preparation of the countries of Central and Eastern Europe for EU membership) in the area of justice and home affairs - in particular in the fields of fight against organised crime, migration, police reform and security sector reform - would be an asset. Knowledge of the EU CFSP/ESDP would be also considered as an asset.

Skills

Linguistic skills:

Excellent written and spoken English is required.
Knowledge of "Macedonian", Albanian and/or additional EU language(s) will be considered an asset.

Communication skills:

Excellent drafting skills and excellent analytical and reporting capabilities;
Good capacity to communicate clearly at all levels and to maintain communication and information flow within and outside the section

Interpersonal skills:

Ability to develop an effective network of contacts both at Headquarters' level and with external partners. Good capacity to work as a team player.

Intellectual skills:

Ability to identify and analyse key points in verbal and written information.
Sense of initiative.

Management skills:

Very good coordination skills.
Good capacity to organise oneself to deliver results in a timely manner.
Capacity to work under pressure and respond quickly to demands.

Personal Qualities

Flexibility
Commitment to quality and accuracy
Sense of responsibility and discretion