

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.BA.HR.2 – SNE-HQ@eeas.europa.eu**

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

DIVISION	N° post SYSPER2	Comments
EEAS.EURCAWEST.2 Western Balkans	165652	Libre/vacant as of 1/7/2016



1.	Department	: Europe and Central Asia
	- Directorate	: W. Balkans, W. Europe and Turkey (EURCA WEST)
	- Division	: Western Balkans (EURCA WEST 2)
	- Place	: Brussels
	- Head of Division	: Eduard AUER

2. Main areas of responsibility :

Overall:

Contribute toward the definition and implementation of EU policies concerning regional security and stability issues in the Western Balkans. Act as contact point in the Western Balkans Division for Security Working Group and Intelligence Working Group issues.

Policy analysis

- Analyse, follow up and give updates on the political, security and stability situation in the Western Balkans, including (in close coordination with other relevant EEAS services) on counter-terrorism, countering violent extremism and the role of third countries in the region.
- Prepare documents and reports for the HR/VP, keep management informed of relevant developments. Ensure close interaction with other EU institutions (President of the European Council, President of the European Commission, other Commissioners, in particular NEAR, HOME and JUST) as well as EU Member States and third countries.
- Prepare briefings/dossiers, draft speeches and declarations, in particular regarding security and stability issues in the Western Balkans and concerning relevant aspects of relations with third countries, including their position on the Stabilisation and Association Process and the EU enlargement policy.
- Conduct outreach, coordination and joint analysis, where appropriate, with EUMS, UN, OSCE, Council of Europe and NATO.

Policy definition

- Elaborate and contribute toward the definition of EU policies concerning political, economic, bilateral and multilateral relations as regards security and stability issues and ensure related monitoring, evaluation and follow up in the context of the Stabilisation and Association Process, including the CFSP/CSDP aspects.
- Conduct field visits to assess the situation on the ground and the pertinence of related EU policy, to establish/maintain a network of key stakeholders and to liaise with the EU Delegations and EUSR offices.
- Closely follow policy developments in Member States as well as third states in relation to the Western Balkans.
- General preparedness to replace colleagues, even on short notice, on the full range of issues covered by the Western Balkans Division.

Institutional relations

- Organise and maintain relations, co-ordination and contacts with the other EU Institutions, notably the European Commission (DG NEAR, DG HOME and DG JUST).
- Represent the EEAS at Council Working Parties and European Parliament committee meetings or at other inter-institutional and international meetings, notably concerning the Western Balkans.
- Cooperate with Commission services in organising meetings, working visits, etc. in order to ensure a coordinated policy approach.
- Follow developments in and cooperate with the European Parliament Secretariat and liaising with MEPs, where appropriate, notably in relation to the Western Balkans.
- Handle draft answers to oral and written questions and petitions of MEPs.

Institution representation

- Maintain contacts with relevant authorities of the Western Balkan countries as well as with civil society.
- Liaise with the relevant country authorities and their representatives in Brussels.
- Maintain contacts with Member States in view of maintaining a common understanding of the situation on the ground, and in view of discussions on policy formulation, negotiating mandates and common positions including Council Conclusions in the Council.
- Liaise with the third countries, including the US, EEA/EFTA, Japan, Russia and Turkey as well as international organisations such as NATO and OSCE and the Council of Europe.
- Assist in the preparation of EU/third country political dialogues: US, EEA/EFTA, Japan, Russia and Turkey

Inter-service consultation

- Respond to inter-service consultations, parliamentary questions and correspondence.

Inter-service co-ordination

- Co-ordinate activities of the division with other Divisions in the EEAS, including the Counter- terrorism Division, INTCEN, SECPOL, CMPD and CPCC, in particular coordinate issues in relation to the Security Working Group and the Intelligence Working Group.
- Co-ordinate with associated services in other EU institutions

HORIZONTAL COORDINATION - Horizontal issues

- To coordinate issues in relation to security and stability as regards the Western Balkans

3. Main qualifications :

Masters degree or equivalent professional qualification

4. General skills and Competences :

- Analysing and Problem Solving
 - Ability to conceptualise problems, identify and implement solutions
 - Capacity to analyse and structure information
 - Inquiring mind
 - Creativity
- Communicating
 - Ability to communicate in meetings
 - Capacity to present issues to an audience
 - Drafting skills
 - Negotiation skills
- Delivering Quality and Results
 - Capacity to act upon problems
 - Ability to work in a proactive and autonomous way
 - Accountability
 - Conscientiousness
 - Eye for detail / Accuracy
 - Pragmatism
- Learning and Development
 - Self-development
 - Flexibility (openness towards new demands, etc.)
- Prioritising and Organising

- Coordination skills
- Resilience
 - Perseverance
 - Stress resistance
- Working with Others
 - Ability to work in a team
 - Knowledge sharing
 - Sociability skills
 - Diplomatic skills
 - Confidentiality

5. Experience :

- Job-related experience of at least 5 years is desirable
- Experience from work in diplomatic missions, EU institutions, CFSP/CSDP missions, in the Western Balkans is an advantage.

6. Languages :

- Fluent English, including drafting in English, is essential. Working-level French and the ability to communicate in a language of the Western Balkans would be advantages.