

**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](mailto: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
<b>EEAS.EURCA.EAST.1</b> <b>Eastern Partnership, regional cooperation &amp; OSCE</b>	182401	Libre/vacant

## END/SNE – JOB DESCRIPTION

### Job Framework

Job Title: END/SNE – Policy officer

Job Location: EEAS. EURCA.East.1 Eastern Partnership, regional cooperation & OSCE Division

Job Number: 182401

Area of activity: Eastern Partnership team

Category: AD

Duration of secondment: 24 months, as of 01/09/2016

### Job Content

Overall purpose: The national expert will become a part of a dynamic, multinational team within the Division dealing with the Eastern Partnership, carry out policy work and contribute to the management of its multilateral dimension.

#### Functions and Duties **Job title: Policy officer**

- Develop policy proposals for the Eastern Partnership multilateral activities. Contribute to further development of the EaP policy framework and narrative, in particular, in view of the Eastern Partnership Summit to take place in the course of 2017.
- Prepare policy briefs for the high level EU officials on the overall Eastern Partnership policy.
- Coordinate within the EEAS and in close contact with all relevant Commission services the Eastern Partnership multilateral cooperation dealing with people to people contacts, notably, in the areas of education and research.
- Ensure strong cooperation with Member states and develop approaches for achieving the best visibility for the EU policy in the area of people to people contacts. Develop good relations with stakeholders and prepare EaP events in the area of youth cooperation.
- Maintain good relations with European Commission services, EU Member States, partner countries, civil society and other stakeholders in the Eastern Partnership.
- The post entails travelling within the EU as well as to the Eastern European countries.

### Job Requirements

Education and Training: University degree

Knowledge and Experience:

- Experience of at least 3 years in ENP policy and its structures. Experience in working with Eastern Partnership countries. Have a well developed political sense and capacity to analyze complex issues while focusing on the essential. Have excellent drafting skills and speed in delivery of work. Be able to work independently, while considering it important of being part of a team.
- Experience of working with EU institutions in particular in the external relations area. Good knowledge of the EU, its external relations, institutions and decision-making.
- Experience of policy work with civil society (including NGOs, business community, local and regional authorities).
- Practical work with democracy promotion, good governance, human rights and the rule of law.
- Negotiating experience, familiarity with EU procedures and creativity in finding solutions
- Have an understanding of the external dimension of EU internal policies.
- Ability to work under pressure and against short deadlines.

### **Skills**

**Linguistic skills:**

Thorough knowledge (capacity to write and speak) in English, French.  
Knowledge of Russian and/or local languages would be an additional advantage.

**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.

**Management skills:**

### **Personal Qualities**

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