

EEAS

NOTICE OF VACANCIES

for posts of

cost-free SECONDED NATIONAL EXPERTS

in EUROPEAN UNION DELEGATIONS outside the EU

**Central contact point for applications by e-mail:
Division EEAS.BA.HR.2 – SNE-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 | UKRAINE, Kiev | 211209 | POL | Libre à partir de / vacant as of 01.02.2017 |

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

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|--------------------------------|---|
| <u>Job Title:</u> | END/SNE – Political Officer |
| <u>Job Location:</u> | Delegation of the European Union to UKRAINE |
| <u>Job Number:</u> | 212209 |
| <u>Area of activity:</u> | Political Section |
| <u>Category:</u> | AD |
| <u>Duration of secondment:</u> | 2 years (extension possible up to 4 years) |

Job Content

Overall purpose: under the direct supervision of the Head of Section, the political officer should contribute to

- analysis and reporting on the overall situation and development in Ukraine, including on regional level and in political relations with the EU and Member States

Functions and Duties:

- monitor and contribute to analysis and reporting on developments in Ukraine, in particular with regard to the overall reform agenda and rule of law, including legal analysis related to legislative proposals as necessary;
- providing policy advice on the political developments in Ukraine with a focus on the above-mentioned subjects, including in political relations between Ukraine and the EU and its Member States;
- explain and defend European positions in meetings with host country representatives, International Organisations and third country representatives as appropriate;
- prepare visits by EU representatives and officials, and accompanying them as appropriate;
- liaise with relevant International Organisations and civil society organisation and their field presences as needed;
- fulfil other tasks in the political section as necessary.

Job Requirements

Education and Training:

- University diploma law, political science, economy, business administration or any other related issue

Knowledge and Experience:

- Experience of at least 3 years in the above mentioned or related areas;
- Analysis and reporting skills;
- Working experience in third countries (Embassy, International organization, NGO, etc.);
- General knowledge of EU institutions and related decisional processes. Knowledge of international and EU policies in the field of rule of law and other main reform fields in Ukraine would be considered an asset.

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English. Working knowledge of Russian or Ukrainian is strongly recommended.

Communication skills: Capacity to work and communicate with a variety of interlocutors, ranging from civil society to institutional and international representatives. Good and proved network capacities are required.

Interpersonal skills: Good coordination and communication skills are required. Team spirit and flexibility to adapt to different assignment are also necessary.

Intellectual skills: Solid analytical capability as well as drafting and reporting skills. Capacity to rapidly grasp priorities and core issues at stake and to develop possible ways to address them.

Personal Qualities

Dynamic, motivated and flexible personality, capable to adapt quickly to new situations and deal with new challenges