

**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 ”**

Managing Directorate/ Division	N° post SYSPER2	Comments
<b>EEAS.MD.AMERICAS</b> <b>EEAS.AMERICAS.1 – United States and Canada</b>	155613	Libre/vacant 1/08/2017



## END/SNE – JOB DESCRIPTION

<u>Job Title:</u>	END/SNE
<u>Job Location:</u>	HQ – EEAS Americas 1 (United States and Canada division)
<u>Job Number:</u>	155613
<u>Area of activity:</u>	Desk officer US/Canada
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

### **WE ARE:**

The European External Action Service (EEAS) supports the work of the High Representative in defining and implementing an effective and coherent foreign policy of the European Union and her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice President of the Commission, responsible for external relations within the Commission including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the Member States, the Council, the relevant services of the European Commission and the other EU institutions.

We in the United States and Canada Division are responsible for developing the EU's co-operation with the United States and Canada, and for promoting the EU's interests vis à vis those countries. We aim to develop EU-US and EU-Canada relations, and to further reinforce transatlantic relations in order to promote desired outcomes with regard to global and regional challenges. In support of these relationships, we help to develop and implement EU-US and EU-Canada agreements and dialogues, and in particular co-ordinate with Commission services and other EU institutions the implementation of actions agreed at the EU-US and EU-Canada summits.

Our team consist of open, supportive and motivated colleagues who work together in an interesting and dynamic working environment.

### **Job Content:**

The position of desk officer in the abovementioned Division.

The successful candidate will:

- contribute to the definition, advancement and implementation of EU interests and policies concerning political and security relations with the United States and/or Canada;
- contribute to the preparation and implementation of EU dialogues with the United States and/or Canada in these domains;
- analyse political and security developments in the US and/or Canada;
- prepare accurate briefings, speeches, statements, articles and notes and other documents as required for senior officials and the political level;
- ensure effective liaison with other EEAS departments, and relevant Commission Directorates-General;
- develop and maintain contacts at working level with the US and/or Canadian mission(s) to the EU, as well as relevant stakeholders (EU institutions, Member States, civil society, international organisations);
- Other tasks and responsibilities may be assigned on a temporary basis to contribute to the work of the Division more generally.

**Job requirements:**

Education and Training: University diploma in law, political science or any other relevant field

Knowledge and Experience: Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, International organisation, NGO, etc.); Knowledge of EU institutions, related decisional processes, trade-related issues, EU external action, including CFSP and CSDP, and related EU external policies (geographic and thematic) particularly towards North America.

**Skills:**

Linguistic skills: Thorough knowledge (capacity to write and speak) in English and French is required.

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

Interpersonal skills: Teamwork. Coordination, networking and communication skills.

Intellectual skills: Excellent analytical capability and 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.