

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.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	BOLIVIA, La Paz	153163	PPI	Libre à partir de / vacant as of 01.05.2017

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

<u>Job Title:</u>	END/SNE – POL
<u>Job Location:</u>	Delegation of the European Union to Bolivia in La Paz
<u>Job Number:</u>	153163
<u>Area of activity:</u>	Political, Trade, Press and Communication 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 (HoS) and/or Head of Delegation (HoD), to monitor and contribute to analysis and reporting on the overall situation and developments in Bolivia, including relations with the EU and its Member States and regional issues.

Functions and Duties:

The candidate may be asked to provide expertise in the following domains (that will be further defined, limited or extended by the HoD and HoS):

- Monitoring and reporting regularly and timely to HoS, HoD and HQ (including early warnings, specific requests, info flashes and "think pieces") on:
 - Governance, rule of law, democracy, justice, liberties: Human rights and civil society, access to information, gender issues, electoral process; institutional development: reform of the public service and of the judiciary in particular, law-making process, decentralization, tax policy; fraud and corruption; asylum and migration-related issues.
 - CFSP issues: Bolivia's foreign policy, bilateral relations with the EU and its Member States, relations with key international / regional / bilateral partners, stances on regional integration initiatives, security issues: conflict prevention, reconciliation, crisis management, disarmament, rehabilitation, etc.
 - Country-specific issues: Domestic political developments, country forecasts, relations with international financial institutions, analysis of the reform process, Bolivia's take on global issues (national policies, position in international and regional fora). The candidate may also be asked, on an ad-hoc basis, to contribute to "info flashes" and "think pieces" on economic and trade-related issues.
- Analysis and advice:

Contribute to:

 - (i) preparation of briefings, strategic papers and visits;
 - (ii) advice on the coherence of EU external policy activities in Bolivia / Latin America;
 - (iii) implementation of EU regional initiatives in Bolivia;
 - (iv) political dialogue and strategy in the above-mentioned areas;
 - (v) formulation of the country cooperation strategy;
 - (vi) preparation of risk and political analysis of sector budget supports;
 - (vii) development of cooperation initiatives in the areas of expertise.
- Networking and coordination:

Develop contacts with the

 - (i) national authorities (line ministries and institutions), politicians and other relevant national and local stakeholders,

- (ii) representatives of the EU's Member States (diplomatic missions, business associations),
- (iii) main EU partners, and
- (iv) regional organisations. Monitor activities supported by donors, with a view to ensuring coordination in the elaboration of projects, programmes and domestic strategy papers. Develop the necessary contacts for the implementation of the EU Human Rights Strategy and the EU Agenda for Action on Democracy Support. Ensure close coordination with the Delegation's Cooperation Section, in particular on governance-related programmes.

- **Presentation, information and communication:**

Where mandated to do so and under the HoS and/or HoD supervision, contribute to explain, specify and defend the EU's positions and policies in front of domestic audiences, particularly politicians, press, business and academics. Contribute to the press and information activities of the Delegation in all relevant areas.

- **Political dialogue:**

Contribute to advance and structure the EU's political dialogue with the Bolivian authorities in areas of mutual interest, and develop the necessary contacts with the Bolivian civil society and private sector. Contribute to the preparation and follow-up of the yearly EU-Bolivia High-Level Dialogue by coordinating the preparatory working groups, in particular the group on Democracy/Human Rights (including justice as key priority). EU-CELAC Summit 2019 (in Brussels): Bolivia will hold the CELAC Presidency in 2019; preparation of the joint agenda, programmes and declarations will require especial involvement by the EU Delegation in Bolivia and will be one of the main tasks of the END/SNE.

Job Requirements

Education and Training: University diploma in political science, economy, law, business administration or equivalent.

Knowledge and Experience: Experience of at least 3 years in the above-mentioned areas at institutional level and in analysis and reporting in third countries (Embassy, international organization, NGO, etc.). Knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic) of geographic area in question and relevant regional integration processes.

Skills

Linguistic skills: Thorough knowledge of English (language used for report writing) and Spanish (language used for oral communication) is required. Knowledge of the French language is an 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; capacity to adapt quickly to new situations and deal with new challenges; dynamic, motivated and flexible personality; computer proficiency (word, excel, outlook/e-mail).

Management skills: Ability to lead Working Groups, to organize and delegate tasks.

Personal Qualities

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