

EEAS

NOTICE OF VACANCIES

For 2 posts 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 ”**

Managing Directorate/ Division	N° post SYSPER2	Comments
EEAS.MD.GLOBAL – Human Rights, Global and Multilateral Issues	255377 255379	Libre/vacant summer 2017
EEAS.GLOBAL.2 –Economic and Global Issues		

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – (POLICY OFFICERS – GLOBAL ISSUES)
<u>Job Location:</u>	HQ / EEAS GLOBAL 2 Economic and Global Issues
<u>Job Number(s):</u>	To be allocated - 2 cost-free posts becoming vacant summer 2017
<u>Areas of activity:</u>	Energy and climate change issues.
<u>Category:</u>	AD (administrator/policy officer)
<u>Duration of secondment:</u>	subject to agreement and renewal (maximum possible total duration 4 years)

Job Content

Overall purpose:

The Division ‘Economic and Global Issues - GLOBAL.2’ is the focal point within the EEAS for policymaking, guidance and information on economic issues, energy, culture, climate and environment. As part of the broader efforts to contribute to the development of a coherent EU strategy and approach and further promote the role of global issues in EU external policy, the experts will cover, under the supervision of the Head of Division, and within a cluster dealing with climate change, environment, water and energy issues, the external dimension of, respectively, climate change, and energy issues, in close cooperation within the other members of the team, the relevant Commission services and EU Member States

Functions and Duties:

- Provide, in close cooperation with other members of the team working on climate change, environment and energy issues, analysis and political advice with regard to the external dimension of, respectively EU energy and climate change policies including implementation of its various bilateral and multilateral components abroad as well as regional processes. Ability and readiness to work on other cross-cutting policy areas – a flexible approach – would be highly valued (eg. environment, water policy, science diplomacy, global health).
- Preparation of policy papers and advice in the areas of work, speeches, briefings on EU external relations on for the High Representative/Vice President, EEAS hierarchy, European Commission, etc.
- Further develop the Division's efforts to promote the EEAS role in forming and implementing policy on energy, climate change and water related matters, providing diplomatic value added in these domains and to promote activities in this field.
- Work in close cooperation with the officials in the division in helping to ensure good coordination with all participants in these various fields within the EU and its institutions (other EEAS departments, Commission services, Council bodies, European Parliament, EU Member States' Foreign Ministries) as well as with third country partners and multilateral organisation (UN bodies, IAEA, IEA, etc..) and fora including G7/G20 and other actors (industry, think tanks, civil society organisations).
- Contribute to the management of the activities of the EEAS Network on energy diplomacy and climate diplomacy and other coordination activities such as the EU Director Generals on Global Issues meetings and the Green Diplomacy Network (GDN) as well as links with Delegations in these areas

Job Requirements

<u>Education and Training:</u>	University diploma law, political science, economy, business administration or any other related issue
<u>Knowledge and Experience:</u>	Professional experience of at least 2 years, ideally directly connected to the above mentioned areas at institutional level, analysis and reporting; experience in diplomatic or field posting an asset (Embassy, International organization, NGO, etc.); knowledge of EU institutions, related decisional processes, the EU's common foreign and security policy, and related EU external policies (geographic and thematic)

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English required. EN and a certain knowledge of FR are necessary to work with EEAS HQ.
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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.

Personal Qualities

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