

**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](mailto: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	<b>TURKEY, Ankara</b>	New	POL	
	<b>TURKEY, Ankara</b>	New	ADMIN	

*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 – (Political Affairs, CFSP)
<u>Job Location:</u>	Delegation of the European Union to Turkey
<u>Job Number:</u>	new post
<u>Area of activity:</u>	Section Political Affairs, CFSP
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

### Job Content

Overall purpose: Political affairs, with a focus on human rights and foreign policy

#### Functions and Duties:

- Reporting on relevant aspects of the political relationship between the EU and Turkey, with a focus on human rights.
- Support to the coordination of EUMS on human rights.
- Reporting on foreign policy issues, in particular related to the human rights in international context and relations of Turkey with UN, Council of Europe, OSCE, etc.
- Other tasks to be assigned by EUD management in function of EUD requirements.
- For each of the above, outreach to Turkish interlocutors.
- For each of the above, gathering of information from and coordination of positions with the EU member states and third countries.

### Job Requirements

<u>Education and Training:</u>	Should have university education, with specialisation in international relations and/or international law
<u>Knowledge and Experience:</u>	Previous experience of at least 3 years required in the field of human rights and/or international relations

### Skills

<u>Linguistic skills:</u>	Should be fluent in English. Turkish language knowledge would be a definite advantage. French optional.
<u>Communication skills:</u>	Should be able to communicate well and to build confidence with EUD interlocutors.
<u>Interpersonal skills:</u>	Must be able to build strong interpersonal relations with contacts in the Turkish administration, colleagues in EUD and in HQ.
<u>Intellectual skills:</u>	Must be of a high intellectual calibre and be able to work independently.
<u>Management skills:</u>	Not required for this post

### Personal Qualities

Good sense of political judgement and analysis, excellent drafting skills and Flexibility

## EEAS SNE – JOB DESCRIPTION

### Job Framework

<u>Job Title:</u>	END/SNE
<u>Job Location:</u>	Delegation of the European Union to Turkey, Ankara
<u>Job Number:</u>	
<u>Area of activity:</u>	Administration Section
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 Year (extension possible up to 4 years)

### Job Content

#### Overall purpose:

Monitor and contribute under direct supervision of the Head of Administration to the implementation of the infrastructure management and dealing in particular with analysis, reporting, support and monitoring of the:

- real estate situation of the EU Delegations in Turkey
- facilities and infrastructures of the EU Delegations in Turkey

#### Functions and Duties:

We are seeking a highly motivated person to assist the Head of Administration in the Management of the Infrastructure.

The job will consist in the follow up of the different buildings (Ankara, Gaziantep, Turkmenistan and Istanbul) in terms of infrastructure, buildings management, life cycle management, security works, health and safety situation, maintenance and renovation works, new building projects and evaluation of buildings on a technical level.

The person will also be in charge of some horizontal tasks in relation to his main tasks and will report to the Head of Administration

S/he will also assist in dealing with horizontal issues relating to the architectural/engineering/technical aspects of building management.

S/he will work in close collaboration with the Deputy Head of Administration and other infrastructure agents and will also closely collaborate with the other sectors in the Section.

S/he will assist in reviewing contracts (lease, sublease and purchase) and responding to legal questions

S/he will assist in the follow up the various colocation projects with different partners in the Operational and Financial aspects

S/he will assist in reviewing contracts (lease, sublease and purchase) and responding to legal questions

S/he will assist in the operational initiation or verification of contracts, will monitor the expenditure as reported in cost statements and provide reasonable assurance that claimed costs correspond to the work accomplished.

S/he will verify that contracts are managed in accordance with the rules set out by the Commission on financial and contractual management and provide the necessary information for audit and control by EEAS services and/or the European Court of Auditors

S/he may be asked to go on mission.

### **Job Requirements**

- Education and Training:** University diploma in Economy, Business administration, Law, Engineering, Architect or any other related issue
- 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 organization, etc.)  
Experience in infrastructure, building evaluation, construction, design, works and maintenance  
Experience in contract management and tendering procedures

### **Skills**

- Linguistic skills:** Thorough knowledge (capacity to write and speak) in English  
Knowledge of Turkish language is an advantage
- Communication skills:** Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Computer skills** Knowledge of standard IT tools (Word, Excel, PowerPoint, ACAD etc)
- 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.

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