

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	New York, UN	186045	Other EU Policies	Libre à partir de / vacant as of 01.09.2017

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
<u>Job Location:</u>	Delegation of the European Union to the UN, New York
<u>Job Number:</u>	186045
<u>Area of activity:</u>	Other EU Policies – Trade, Development & Humanitarian Affairs
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose: under the supervision of the Head of Delegation, Deputy HoD and Head of Section monitor and contribute to policy analysis and reporting, as well as EU coordination and negotiations on:

- UN issues with a particular focus on the coordination of ECOSOC-related processes (including cooperation with regional commissions) and consideration by the ECOSOC of economic, social and environmental issues;
- operational activities for development, including the follow-up to the Quadrennial Comprehensive Policy Review, and South-South cooperation;
- other sustainable development-related issues such as, i. a., disaster risk reduction, Rio+20 follow-up, commissions, cooperation with UNEP/UNEA.

and liaise with colleagues from Headquarters, Missions and UN Secretariat.

QCPR follow-up, operational activities, South-South cooperation, coordination of the ECOSOC-related processes and its consideration of economic, social and environmental issues

Functions and Duties:

- preparing briefings and analysis of UN documents and other relevant materials;
- monitoring and reporting regularly and timely to HoD, DHoD, Head of Section and Headquarters;
- supporting the external representation of the European Union vis-à-vis the United Nations, as well as the internal coordination of the EU Member States;
- securing common EU positions on issues covered by the Section through the organisation of the work of the EU, including EU coordination meetings and preparation of EU statements;
- preparing EU statements and negotiating positions;
- negotiating resolutions and documents with third countries/other negotiating groups on behalf of the EU;
- establishing and maintaining contacts with colleagues in the EU institutions, including relevant Council bodies;
- establishing and maintaining contacts with representatives of other UN Member States, other observer missions at the UN, the UN Secretariat and other relevant actors in New York;
- organising the visits of EU Commissioners, colleagues from Headquarters, MEPs and accompanying them on their visit;
- organising and reporting on internal EU coordination meetings at expert level;
- covering relevant UN meetings and ensuring preparation of reports on such meetings;
- uploading documents in the Agora system;
- providing other support to the work of the Delegation as required.

Job Requirements

<u>Education and Training:</u>	University diploma law, political science, economics, environmental studies or any other related issue
<u>Knowledge and Experience:</u>	Experience of at least 3 years in areas related to the job content; Knowledge of EU institutions, related decisional processes, EU external action and EU external policies related to the job content.

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English, working knowledge of French is an advantage.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Teamwork. Coordination and communication skills.
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Flexibility in addressing multiple tasks and issues.
<u>Management skills:</u>	N/A

Personal Qualities

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