

**COMMISSION**

**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-COM-DELEGATION@eeas.europa.eu](mailto:SNE-COM-DELEGATION@eeas.europa.eu)

**Vacant posts for job profile « Economic & trade issues » (see in annex)**  
**Postes vacants pour le profil « Affaires économiques et commerciales » (annexe)**

|   | Delegation            | N° post<br>SYSPER2 | Delegation Section | Comments                                       |
|---|-----------------------|--------------------|--------------------|--|
| 1 | <b>US, Washington</b> | 38254              | Trade              | Libre à partir de / vacant as of<br>03.05.2018 |

*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 – International Relations Officer                  |
| <u>Job Location:</u>           | Delegation of the European Union to the USA, Washington DC |
| <u>Job Number:</u>             | 38254  |
| <u>Area of activity:</u>       | Trade and Agriculture Section                              |
| <u>Category:</u>               | AD   |
| <u>Duration of secondment:</u> | 2 years (extension possible up to 4 years)                 |

### Job Content

Overall purpose: Under the authority of the Head of Delegation and upon instruction from the Head of Section, support the work, in the trade, regulatory and economic fields, of the Delegation of the European Union to the USA, notably in connection with the areas of economic cooperation with US authorities, and possible trade liberalisation negotiations with the European Union.

Analysis and reporting on the situation and developments in the USA, including on the economic relations with the EU and its Member States, and more particularly policy development in trade, tax, economic and business affairs.

#### Functions and Duties:

##### **Policy analysis – monitoring and analysis of developments in specific economic sectors:**

Monitor and report to Headquarters on legislative, regulatory, political and other public policy developments in the United States that could affect EU economic interests, notably:

- regulatory policies in all industrial sectors including, but not limited to, automobiles, chemicals, pharmaceuticals, medical devices and cosmetics;
- market access barriers and Technical Barriers to Trade
- standard setting & conformity assessment and cooperation with European Standard setting Organisations;
- the engineering sector;
- energy regulation and trade in raw materials;
- Business and individual taxation;
- Small businesses (SMEs);
- Economic issues related to trade policy;
- Maritime Affairs;

- Developments in the bilateral relationships between the USA and the following countries that could affect EU economic interests: Central Asia, Turkey and EU candidate countries.

**Policy coordination:**

Assist the section in the work related to:

- the EU-US Transatlantic Economic Council;
- Economic Diplomacy of the European Union, as steered by the EEAS and the European Commission;
- Contacts with US civil society and public interests groups.

Assist in liaising with officials of the U.S. Administration, Congressional staff, EU Member State Embassies, and other interested parties, on matters of EU and U.S. trade, regulatory, and economic policy, including the above-mentioned matters.

**External Communication - public speaking – outreach**

Explain and promote EU regulatory policy priorities (in areas listed above) in the United States, through engagement with the US Administration, with congressional staff, with EU Member State Embassies, and with the broader trade economic and public policy community. The latter includes business associations, think tanks, academia, non-business stakeholders, and other relevant interest groups.

Presentation of EU activities and positions to wider public, and stakeholders at the request of hierarchy.

Organize visits of Commission officials (notably from DG TRADE, GROW and their Commissioners) visiting Washington and exceptionally other parts of the USA, including arranging meetings, accompanying officials to meetings, and preparing briefings and reports as necessary.

Contribute to briefings for the Head of Delegation for meetings and speeches in Washington and beyond (outreach meetings)

Maintain and update the Section's trade statistics on US-EU trade and investments, US trade statistics and perform occasional descriptive analyses.

Maintain contacts and liaise with NGOs, including consumer groups on issues set forth above.

To assist some colleagues in the Section as back-up in case of absence, and other work miscellaneous assignments requested by the Head of Section

## Job Requirements

### Education and Training:

University diploma law, political science, economy, business administration or any other related issue

### Knowledge and Experience:

- Experience of analysis, reporting and possibly policy coordination, of at least 5 years in the above mentioned areas;
- Knowledge of EU institutions, related decisional processes, EU external action and related EU external policies with regard to the United States and the North American market.
- Professional experience in a country different from the home country is a plus.

## Skills

### Linguistic skills:

- Thorough knowledge (capacity to write and speak) in English is required
- Basic knowledge of French is useful to work with Commission HQ.

### Communication skills:

- Excellent ability to understand and be understood, to communicate in meetings;
- capacity to absorb and structure large amounts of detailed information and to write lucidly on events/developments in short timeframes in an international diplomatic and multilingual environment.

### Intellectual skills:

- Rapid grasp of problems and capacity to identify issues and solutions.
- Proven record of analysis of economic and political implications of policy developments as well as drafting and reporting skills. ;
- Capacity to analyse and structure information including trade statistics;

## Personal Qualities

- Dynamic. Sense of initiative and flexibility (openness towards new demands, etc.).
- Capacity to adapt quickly to new situations, deal with new challenges and interact with persons from various nationalities and backgrounds.
- Proved ability to work in a team.