

EUROPEAN EXTERNAL ACTION SERVICE



Susanna Terstal
European Union Special Representative
for the Middle East Peace Process

Advertisement for Secondment for the posts of Political Adviser to the EU Special Representative for the Middle East Peace Process

ANNEX 1

Organisation:	EU Special Representative for the Middle East Peace Process
Job Location:	Brussels, Belgium
Availability:	ASAP after selection and official offer of the post and until 29 February 2020
Contract Regime:	Secondment for the post of Political Adviser to the EUSR for Middle East Peace Process
Job Titles/Vacancy Reference:	Political Adviser
Number of posts:	3 post
Deadline for applications:	15 february 2019
Email address to send the CV and completed application form:	EEAS-EUSR-MEPP@eeas.europa.eu
Additional information:	EEAS-EUSR-MEPP@eeas.europa.eu

The EU Special Representative for the Middle East Peace Process kindly requests Member States, the institutions of the Union and the EEAS to consider the Secondment of three staff members for the post of Middle East Peace Process Political Adviser to the team of the EU Special Representative for Middle East Peace Process, according to the described requirements and information provided below:

A. Essential Requirements

Citizenship - Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Integrity - The candidate must maintain the highest standards of personal integrity, impartiality and self-discipline. Candidates are not allowed to provide or discuss any information or document as a

result of access to classified and/or sensitive information related to the mission or respective tasks and activities. The candidate shall carry out their duties and act in the interests of the mission.

Physical and mental health - Physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance in the mission.

Negotiation Skills - The candidate must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment. The ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds is crucial.

Flexibility and adaptability – The candidate must be able to work in arduous conditions with a limited network of support. Strong interpersonal and communication skills required. Good networking abilities.

Ability to communicate effectively in English– The candidate must be fully fluent in written and oral English language. Report writing ability, analysis, drafting and editing skills are especially needed.

Computer Skills - Skills in word processing, spreadsheets and email systems are essential, as is knowledge of web social and political networking tools. Knowledge of other IT tools will be an asset.

B. Recommended Requirements or Experience

Diplomatic or EU official status - To facilitate free movement, credibility and access.

Knowledge of the EU institutions and the EEAS - To have deep knowledge of the working methods of the EU institutions, the EEAS and international standards, particularly related to the Common Foreign and Security Policy, with particular focus on the EU Policy for the Middle East Peace Process.

International Experience - To have international experience relating to the Middle East Peace Process, in particular relating to NGOs, Civil Society Organizations, the Media, Foreign Governments and International Multilateral and Regional Organizations.

Education and Professional Experience – To have a Masters degree in a relevant subject and at least four years of relevant professional experience (diplomacy, political, research, legislative experience, fieldwork or political analysis).

Language skills – In addition to English, excellent knowledge of French or Arab and other languages will be a distinct advantage.

Travel: This job requires extensive travel.

C. Essential Documents and Requirements for the Selected Candidates

Security Clearance required - To have or obtain a national security clearance at "EU SECRET" level or equivalent.

D. Additional information on the Selection Process

Gender balance – The EU strives for improved gender balance in CSFP/CSDP operations and EUSR's Offices in compliance with UNSCR 1325. The EUSR encourages the contributing Member States, the institutions of the Union and the EEAS to take this into account when offering contributions.

Application form - Applications will be considered only when using the standard Application Form to be returned in Word format. Applications should be submitted at the earliest convenience, but no later than close of business on **15 February 2019**

Selection process – Candidates must meet the listed criteria described in the essential requirements and in the specific vacancy descriptions. The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the office of the EUSR or by phone/skype before the final selection is made. If candidates are required to travel to Brussels for an interview, the candidate will have to bear any related costs.

Information of the outcome – Contributing Member States, the institutions of the Union and the EEAS will be informed about the outcome of the selection process after its completion. Only short-listed candidates will be contacted. The EUSR will be responsible for the final selection. The selected candidate should be ready for deployment as soon as possible.

Secondment – The remuneration of personnel seconded shall be covered by the sending Member State, the sending institution of the Union or the EEAS, respectively, and in accordance with the prevailing conditions applied to the CFSP budget.

All seconded personnel shall remain under the administrative authority of the sending Member State, the sending institution of the Union or the EEAS, respectively, and shall carry out their duties and act in the interest of the EUSR's mandate.

A High-Risk Insurance, office space and needed office and communication equipment, as well as mission related travel costs are covered from the EUSR budget.

Any further information may be obtained from the EUSR office by contacting:
EEAS-EUSR-MEPP@eeas.europa.eu

E. Job Description

Job Title	Political Adviser
Job Description	<p>Under the guidance of the EU Special Representative, the Political Adviser will:</p> <ul style="list-style-type: none"> • Prepare briefings, speeches, mission and meetings related reports for the EUSR, in close cooperation with the European External Action Service (EEAS), as appropriate. • Prepare, participate in, or convene and conduct relevant meetings on behalf of the EUSR and pursuant to the EUSR's mandate, per the EUSR's instructions • Provide political, diplomatic, and strategic advice, as necessary. • Monitor the developments relevant to the Middle East Peace Process of particular interest for the EUSR in close cooperation with the EEAS and propose appropriate courses of action. • Establish a sound working relationship with counterparts (in particular government stakeholders and civil society). • Report and analyse on a wide range of political, economic, legal and security developments in relation to the Middle East Peace Process. • Collect and monitor daily press and internet clippings on the Middle East Peace Process. • Maintain close contact with EU MS, the European Commission and the European Parliament. • Maintain close contact with international and regional organisations, notably with relevant UN organisations and Special Procedures. • Support the EUSR in travels to third countries. • Coordinate with the EEAS and its relevant departments to ensure coherence and consistency in the EU-policy for the Middle East Peace Process. • Perform other duties as and when required.
Qualifications and Experience	<ul style="list-style-type: none"> • Masters degree preferable in a relevant subject and corresponding professional expertise. • In-depth knowledge of the Middle East Peace Process. • At least four years of professional experience in a similar position in an international environment (diplomacy, politics, research, field work, legislative or political analysis). • Excellent command of English, including the ability to draft and edit reports. Knowledge of French, Arab and other languages a distinct asset.