

## **Seconded National Expert for a Delegation of the European Union**

### **Job Description**

<b><u>Job Title:</u></b>	END/SNE – Policy Officer/Counsellor (POL)
<b><u>Job Location:</u></b>	Delegation of the European Union to the United States (Washington D.C)
<b><u>Job n°:</u></b>	153063
<b><u>Area of activity:</u></b>	Political, Press and Information (PPI) Section
<b><u>Duration of secondment:</u></b>	2 years renewable

### **Job content**

#### **Overall purpose:**

Working within the Political, Security and Development Section of the Delegation of the European Union to the United States, under the direct supervision of the Head of Section (HoS), to assist the Delegation in reporting on US positions and policies, with a particular focus on the Asia Pacific region.

### **Functions and Duties**

Under the supervision of the HoS, the expert will be responsible for:

- analysis and reporting on US positions and policies in the field of political-security affairs with a specific geographical focus on the Asia Pacific region
- analysis and reporting, as alternate, on other geographic areas as necessary (notably back up on Middle East issues)
- development of networks and relationships with key interlocutors in the US Administration, Think Tank community and other relevant stakeholders
- representation of EU positions to key US interlocutors
- liaison with Member State embassies in areas of responsibility, and organisation of briefings with US administration officials
- management of incoming visits by EU officials
- organisation of events and workshops as necessary in area of responsibility
- supervising (if appropriate) interns' daily activities and overall performance, providing feedback;
- under the direct supervision of the Head of Section, assist in other activities related to the Section's activities

### **Job Requirements**

**Education and Training:** University diploma law, political science, international relations or any other related issue or equivalent professional experience

**Knowledge and Experience:** Experience of at least 3 years in the public administration of an EU Member State (foreign affairs); proven track record in analysis and reporting; experience working in third countries (Embassy, International organization, NGO, etc.); knowledge of EU institutions, related decision-making processes (CFSP-CSDP), EU external action and related EU external policies (geographic and thematic).

**Linguistic skills:** Fluent knowledge in English. EN and FR are necessary to work with EEAS and EU Institutions HQ.

### **Competencies**

**Communication skills:** Excellent drafting and reporting skills  
Ability to communicate EU positions clearly and effectively  
Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

**Analytical ability:** Able to grasp new concepts, approaches and systems in a short timeframe and under time pressure.

**Interpersonal skills:** Ability to develop relationships and build networks with key interlocutors notably in the US administration and with the Member States  
Proven team player. Excellent coordination and communication skills.  
Flexibility in terms of tasks and geographic focus depending on the needs of the section.

**Intellectual skills:** Rapid grasp of problems and capacity to identify issues and solutions.

**Judgement:** Ability to weigh alternative courses of action and show to be able to make decisions that reflect factual information and are based on rational and logical assumptions that take EU Member States' resources and interests into consideration.

### **Personal Qualities**

Dynamic, motivated and flexible personality. Capable of adapting quickly to new situations and dealing with new challenges. Ability to work autonomously and take responsibility for files under responsibility while at the same time working effectively as part of a team.