

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

<u>Job Title:</u>	END/SNE – Political Analysis Officer
<u>Job Location:</u>	Delegation of the European Union to Malaysia (Kuala Lumpur)
<u>Job Number:</u>	153067
<u>Area of activity:</u>	Section Political, Press and Information
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (with possibility of extension)

### **Job Content**

Overall purpose: to contribute to the functioning of the Political, Press and Information section at the Delegation under the direct supervision of the Head of Section and/or Head of Delegation.

Functions and Duties: to assist the Head of Political, Press and Information Section, in particular:

- Analysis and reporting on the overall political situation and developments in the host country, and at regional level with a special view to ASEAN and relations with the EU and Member States;
- Monitoring of local media regarding, in particular, domestic and foreign policies, rule of law, human rights and governance;
- Analysis and reporting in the fields of Justice, Home affairs, security including counter-terrorism, the rule of law, human rights as well as good governance in the host country and at regional level;
- Strengthen the EU's work in the field of human rights with Malaysia by expanding cooperation with all relevant stakeholders such as the National Human Right Commission (SUHAKAM), line Ministries, UN Agencies and the civil society;
- Coordinate the EU's work in the field of human rights in Malaysia according to the EU Human Rights Country Strategy and chair the monthly Human Rights Working Group meetings;
- Provide assistance to incoming visits from the EEAS, the EP and European Commission Services;
- Support the organization of events related to the work of the Political, Press and Information section;
- Strengthen EU-Malaysia cooperation in the context of the implementation of the coming Partnership and Cooperation Agreement;
- Assist with the preparation and monitoring of relevant DEVCO and FPI supported projects, including EIDHR, ASEAN, Civil Society and the planned Governance programme and foreseen PCA Instrument.

### **Job Requirements**

<u>Education and Training:</u>	University diploma in law, political science, economy, business administration or any other related field.
<u>Knowledge and Experience:</u>	Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, International organization, NGO, etc.); knowledge of EU institutions, related decisional processes, CFSP-CSDP, HOME, JUST, EU external action and related EU external policies (geographic and thematic) of geographic area in question and relevant regional integration processes.

## **Skills**

- Linguistic skills:** Thorough knowledge (capacity to write and speak) in English. A good knowledge of French and some knowledge of Bahasa Malaysia is an advantage.
- Communication skills:** Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- 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. Proactive approach to the role.

## **Personal Qualities**

Dynamic. Motivated and flexible approach. Ability to adapt quickly to new situations and deal with new challenges.