**DEFENCE SINGLE MARKET- SNE – JOB DESCRIPTION - 487356**

**Overall purpose:**

* Contribute to the development and implementation of policy initiatives and legislation as appropriate in the area of EU defence industry;
* Develop policy initiatives in support of a competitive, innovative and resilient defence industry in the EU
* *To conceive and co-ordinate policy developments and follow up policy and legislative proposals through the inter-institutional decision-making process in a particular area with a view to ensuring coherence in the implementation of Commission's policy in the area of DEFENCE.*

**POLICY COORDINATION**

* Liaise with other Directorates-Generals on issues relevant to the field of defence industry and capability
* Ensure coordination with EU defence policy initiatives in liaison with the European External Action Service

**POLICY ANALYSIS**

* Monitor and analyse defence capability policies of EU Member States and international actors
* Provide analysis on the defence industry and single market,
* Compile, process and / or structure data from various sources and prepare them for decision-making.
* Follow up policy initiatives, trends and / or developments in areas relevant to defence industry, including existing EU policies and / or legislation on defence industry and single market
* Analyse and / or assess relevant data and information in order to develop, support, implement and / or monitor policy-making, strategies, negotiations and / or management and planning decisions.
* Prepare, carry out and / or manage studies, open and internal consultations, impact assessments and / or inter-active policy-making instruments aimed at the preparation of new EU policies and / or amendments thereof.
* Analyse results of stakeholder consultations and integrate them into EU policies.
* Draft and update comprehensive analysis reports, annual reports, synthesis reports and / or briefings.

**POLICY DEVELOPMENT**

- conceive new activities or extensions of existing activities and perform conceptual reflections

* Ensure coherence and consistency of the policies of the Directorate with the Commission’s overall objectives (as set out in the Annual Work Programme)
* Develop and formulate EU / Commission policies in the field of defence
* Draft and produce policy documents, including white papers, communications, guidelines, strategies etc.
* Follow up relevant policy and legislative proposals through the inter-institutional decision-making process, including adoption by the Commission, European Parliament and / or Council of the European Union.
* Propose policy options in the view of achieving EC objectives.
* Follow up, monitor and analyse policy activities in the area of defence.

**INSTITUTION REPRESENTATION and NEGOTIATION**

* Represent the Commission in meetings with other institutions or EU bodies
* Represent the Commission in meetings with relevant EU and international organisations
* Contribute to the preparation of the Commission's interventions for Council meetings, in particular, the Foreign Affairs Council in its Defence formation
* Maintain regular contacts with relevant internal services and external bodies with a view to representing the interest of the Commission / Directorate-General and to being constantly up-to-date on the development of the Commission or EU policies relevant to the Directorate-General's sphere of action.

**INTER-SERVICE COORDINATION and CONSULTATION**

* Liaise with portfolio DGs on policy issues
* Consult, co-ordinate and ensure contacts with other Units of the Directorate-General in shared areas of activity
* Ensure proper co-ordination and co-operation between the different Directorates-General involved on policy issues relating to the defence industry