

NOTICE OF VACANCIES

for posts of

co-financed **SECONDED NATIONAL EXPERTS**

in **EEAS**

Central contact point for applications by e-mail:
Division EEAS-MDR-C3 – EEAS-MDR-C3-SNE-HQ-OTHERS@eeas.europa.eu

Vacant posts for job profile “Policy Officer”

Postes vacants pour le profil d'emploi «Chargé de Politique»

Directorate	N° post SYSPER2	Section	Comments
EEAS.III.A.2	155382	EEAS.III.A.2 Western Balkans	vacant

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: END/SNE – (POL)
Job Location: Headquarters, MD III A.2
Job Number: 155382
Area of activity: Section Western Balkans
Category: AD

Duration of secondment: 2 years (extension possible up to 4 years)

Job Content

Overall purpose: monitor and contribute to

- analysis and reporting on the overall situation and development in the Western Balkans, including on regional level and in political relations with the EU and Member States
- advice on policy development for the Western Balkans, including in priority areas of the EEAS, such as Kosovo and BiH

Functions and Duties:

- Analyse political developments in the region
- Formulate and draft EU policy development for the region
- Report to Managing Director, Director and Head of Division
- Prepare notes for relevant EU meetings (FAC, PSC, political dialogue, COWEB WP) and for EEAS management (HR/VP, EEAS Counsellor, Political Director, MD, WB Director etc)
- Prepare documents for, as well as adequate participation in, the relevant Council bodies
- Liaise with all relevant EU actors (CPCC, DG Enlargement, Presidency, Member States,...) in order to promote a cohesive approach
- Liaise with third parties and multilateral external actors incl. UN, CoE, OSCE
- Keep regular contact with the EU presence on the ground
- Prepare visits of EEAS management to the region and, as required, accompany visits to the region.

Job Requirements

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Knowledge and Experience: 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-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English and basic knowledge of French is required. Knowledge of one of the languages of the region is an advantage.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Teamwork. Coordination and communication skills.
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

Dynamic. Motivated and flexible personality. To adapt quickly to new situations and deal with new challenges.