

**EEAS**

**NOTICE OF VACANCIES**

For a post of

**cost-free SECONDED NATIONAL EXPERT**

in **EEAS – EUROPEAN EXTERNAL ACTION SERVICE**

**Central contact point for applications by e-mail :**  
**Division EEAS.MDR.C3 – [EEAS-MDR-C3-SNE-HQ-OTHERS@eeas.europa.eu](mailto:EEAS-MDR-C3-SNE-HQ-OTHERS@eeas.europa.eu)**

**Vacant post for job profile “Policy Officer” /**  
**Poste vacant pour le profil d’emploi “ Chargé de Politique ”**

DIRECTORATE/DIRECTION	N° post SYSPER2	Comments
<b>EEAS.K.2</b> <b>“Prévention des conflits, construction de la paix et instruments de médiation”</b>  <b>“Conflict prevention, peace building &amp; mediation instruments”</b>	216916	Libre/vacant

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

<b><u>Job Title:</u></b>	Seconded National Expert
<b><u>Job Location:</u></b>	European External Action Service, Security Policy and Conflict Prevention Directorate, Conflict Prevention, Peacebuilding and Mediation Instruments Division
<b><u>Job Number:</u></b>	216916
<b><u>Area of activity:</u></b>	Early Warning and Conflict Prevention
<b><u>Category:</u></b>	AD
<b><u>Duration of secondment:</u></b>	one year

### **Job Content**

#### **Overall purpose:**

Under the supervision of the Head of Division, join the small team with responsibility for early warning. Within and as part of this team, work on the further development of the Conflict Early Warning System (EWS) - following its global roll-out in September 2014 - and its application by relevant EU actors. Undertake outreach to the Member States, stakeholders within the EEAS (geographic divisions, crisis management structures, EU Delegations), relevant parts of the European Commission, other European institutions and international organisations, as appropriate. Organise, attend and/or moderate meetings to validate the results of the EWS; provide briefings for internal/external briefing purposes or to management; provide training to relevant staff across EEAS/Commission. Contribute, as required, to the other tasks of the division, such as the read-across from the EWS to conflict analysis.

**Function and Duties:** Policy officer, focussing on early warning, in the division for conflict prevention.

### **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**

<b><u>Linguistic skills:</u></b>	Thorough knowledge (capacity to write and speak) in English is required, capacity to communicate and read in French is an asset.
<b><u>Communication skills:</u></b>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<b><u>Interpersonal skills:</u></b>	Teamwork, coordination, organizational and communication skills.
<b><u>Intellectual skills:</u></b>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
<b><u>Management skills:</u></b>	Not relevant for this post

### **Personal Qualities**

Dynamic, motivated and flexible personality, able to adapt quickly and meet new challenges.