

**EEAS**

**NOTICE OF VACANCIES**

for posts of

**cost-free SECONDED NATIONAL EXPERTS**

in **EUROPEAN UNION DELEGATIONS** outside the EU

**Central contact point for applications by e-mail:**  
**Division EEAS.BA.HR.3 – [SNE-DELEGATIONS@eeas.europa.eu](mailto:SNE-DELEGATIONS@eeas.europa.eu)**

**Vacant posts for job profile “Political analysis and reporting” /**  
**Postes vacants pour le profil d’emploi «Analyse politique et reporting»**

	Delegation	N° post SYSPER2	Delegation section	Comments
1	<b>New York</b>	185995	POL2	Libre à partir de / vacant as of 01.12.2015

*Indicative list which may be completed by additional posts with equivalent profiles for Delegations in the same region or for another region*

*Listes indicatives susceptibles d’être complétées dans des profils équivalents par des postes additionnels pour des Délégations dans les mêmes régions ou pour d’autres régions.*

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

Job Title: END/SNE

Job Location: New York

Job Number: 185995

Area of activity: Political affairs (Political and UNSC Affairs Section)

Category: AD

Duration of secondment: 12 months, with possibility of extension up to 24 months

### **Job Content**

Political desk officer in the political section of the EU delegation in New York in the fields of disarmament and non-proliferation, as well as general political and security affairs.

#### **Overall purpose:**

Under the authority of the Head of Delegation (HoD) or the Deputy Head of Delegation (DHoD) and the Head of the Political Section, to assist the Delegation and contribute to: a) the external representation of the European Union vis-à-vis the United Nations Organisation; b) the organisation of the internal coordination of the EU Member States in accordance with Article 34 of the Treaty on European Union, under the responsibility of the High Representative of the Union for Foreign Affairs and Security Policy.

#### **Functions and Duties:**

- Coordinate EU work in the disarmament, non-proliferation and arms control processes taking place in the context of the United Nations in New York, in particular related to the First Committee of the General Assembly, review cycle of the Nuclear Non-Proliferation Treaty, UN Program of Action in Small Arms and Light Weapons, and UN Disarmament Commission. Follow other relevant processes related to e.g. EU support, Arms Trade Treaty, Chemical Weapons Convention, The Hague Code of Conduct against Ballistic Missile Proliferation, Biological and Toxin Weapons Convention.
- Draft EU statements and positions and coordinate their approval within the EU; chair EU coordination meetings; when mandated negotiate texts with third countries in UN bodies; prepare analytical reports for Headquarters; establish and maintain close and cooperative relations with other delegations, relevant UN Actors and civil society.

- As a member of the political section of the EU delegation, the desk officer will also be responsible of geographical or thematic area in particular in the context of the Security Council. The tasks include drafting of EU statements, maintaining contacts with UN secretariat and producing reports to Headquarters.

### **Job Requirements**

**Education and Training:** University diploma law, political science, or any other related issue

**Knowledge and Experience:** The candidate should have experience in working with the UN, and with EU-UN relations, in particular in the above mentioned areas, from posting to New York or Geneva or dealing with the issues at capital level; and knowledge of EU institutions, related decisional processes, EU external action and related EU external policies

### **Skills**

**Linguistic skills:** English and French

**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.

### **Personal Qualities**

Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.