

EEAS

NOTICE OF VACANCIES

for posts of

co-financed SECONDED NATIONAL EXPERTS

in EUROPEAN UNION DELEGATIONS outside the EU

Central contact point for applications by e-mail:
Division EEAS.BA.HR.2 – 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	VIENNA (UN/IAEA/OSCE)	160388	UN	Libre à partir de / vacant as of 03.09.2016

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

<u>Job Title:</u>	END/SNE – Counsellor, Policy Officer for CTBTO and Export Control Regimes (POL)
<u>Job Location:</u>	Delegation of the European Union to the IOs in Vienna, Austria
<u>Job Number:</u>	160388
<u>Area of activity:</u>	UN Section, Non-Proliferation and Nuclear issues
<u>Category:</u>	Seconded National Expert (SNE)
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose: Under the supervision of the Head of the UN Section, the job holder has to work and to report on nuclear non-proliferation matters dealt with by Vienna-based international organisations, in particular the Comprehensive Test Ban Treaty Organisation (CTBTO), the International Atomic Energy Agency (IAEA), as well as on export control regimes (Nuclear Suppliers Group, Zangger Committee, Wassenaar Arrangement) and the Hague Code of Conduct against Ballistic Missile Proliferation (HCOC).

In addition, the job holder has to back-up other members of the Section, as required.

Functions and Duties:

Representation, negotiation and participation:

- Ensure EU coordination and attend, prepare and chair meetings in the areas of responsibility and in the preparation of EU positions.
- Participate in consultations/negotiations in the areas of responsibility.

Policy development:

- Contribute to policy development through regular reporting and preparation of briefings, background notes and proposals.
- Contribute to the implementation of EU policy, as appropriate, and to formulation of EU approaches in the relevant organisations, including EU statements in the policy-making bodies.

External Communication:

- Liaise with Vienna-based international organisations and Export Control Regimes, including cooperation under EU financial instruments.
- Draft UN section information notes with a view to providing them to EU partners as appropriate.

Internal Communication, Communication with Headquarters:

- Report to and liaise with headquarter services (EEAS, DEVCO, TRADE, ENER and Council Secretariat).
- Respond to specific requests for briefing and information from Headquarters.

Job Requirements

Education and Training: University/post-graduate degree in a relevant domain, such as International Relations, Social and Technical Sciences, Political Sciences, Law, or other equivalent.

Knowledge and Experience: At least three years' experience with/in a Member State diplomatic or equivalent service, or in an international organisation which should include professional experience relevant to the areas of responsibility, including multilateral experience.

Skills

Linguistic skills: Very good knowledge of English is essential. Understanding of French is desirable.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual/multicultural 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.

Negotiation skills: Capable of chairing meetings and bridging conflicting views, finding compromises.

Management skills: Capacity to prioritise, organise and perform work under time pressure is essential, as well as preparedness to work overtime, including on weekends or public holidays, when required.

Personal Qualities

Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges. Ability to work in a multicultural environment.