

EEAS

NOTICE OF VACANCY

for post of

co-financed SECONDED NATIONAL EXPERT

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](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 VIENNA	153062	OSCE	Libre / vacant

*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 / Political Officer
<u>Job Location:</u>	Delegation of the European Union to International Organisations in Vienna
<u>Job Number:</u>	153062
<u>Area of activity:</u>	OSCE Section
<u>Category:</u>	AD
<u>Duration of secondment:</u>	

### Job Content

#### Overall purpose:

Under the authority of the EU Permanent Representative to the OSCE and the Head of the OSCE Section,

- Contribute to the internal coordination and external representation of the EU on matters related to migration and the economic and environmental aspects of security;
- Follow and report on political developments in the Western Balkans;
- Act as back-up to other members of the OSCE Section, as necessary.

#### Functions and Duties:

- Develop the role of the EU Delegation by ensuring the coordination of EU positions on CFSP issues.
- Coordinate EU positions on issues related to migration and the economic and environmental dimension of the OSCE;
- Follow the developments in Western Balkans and the involvement of the OSCE in the Western Balkans;
- Develop contacts with the OSCE Secretariat, EU Member-State and third-country delegations in Vienna, and relevant services in Headquarters;
- Contribute to the implementation of EU policy, as appropriate, and to the formulation of EU approaches in the OSCE above, including the EU statements in the policy-making bodies;
- Contribute to advice on coherence of EU external policy activities in the OSCE;
- Assist the Head of Sections as required, in particular with regard to coordination and drafting EU statements on the areas mentioned above; and
- Undertake any other duties that may be required by the EEAS in CFSP related matters.

## 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 6 years at institutional level, analysis and reporting; Experience in a multilateral working environment. Knowledge of EU institutions, related decisional processes notably on CFSP, EU external action and related EU external policies (geographic and thematic), good working knowledge of EU environment. Knowledge of international security policy.

## Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English is required; good French is recommended.

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

Intellectual skills: Excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Interpersonal skills: Excellent team player who is willing to help out colleagues under at times stressful circumstances.

Management skills: n/a

## Personal Qualities

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