

**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.BA.HR.2 – [SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@eeas.europa.eu)**

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

Service	N° post SYSPER	Comments
<b>EEAS.EED</b> <b>European Economic Diplomacy</b>	tbc	Libre/vacant

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

**Job Title:** END/SNE – (POL)

**Job Location:** HQ Brussels

**Job Number:** *tbc*

**Area of activity:** European Economic Diplomacy

**Category:** AD

**Duration of secondment:** 1 year, extendable

### **Job Content**

**Overall purpose:** monitor and contribute to

- The definition of processes and policies that should result into a more coherent and efficient External Action (policies, tools and instruments) of the EU particularly on economic issues
- The definition of the concepts and content of the European Economic Diplomacy and its concrete steps of implementation
- The reinforcement of the overall action of the EU Delegations in favor of the EU private sector in third countries in complementarity with MSs
- The search of deeper coherence, complementarity and European added value to the EED activities of MS
- The preparation of necessary policy steps including eventually a Communication to the Council

**under the direct supervision of the Conseiller Hors Class responsible for the European Economic Diplomacy**

### **Functions and Duties:**

- Coordinate constantly within the EEAS but also with the Commission SG and DGs and other parts of EU institutions
- Engage particularly in an in-depth dialogue with EU Delegations around the world and produce in cooperation with services of the Commission horizontal guidelines (all Delegations) and best practices for them on EED
- Interact as needed with geographical units and services also on ad hoc specific important issues for the EED
- Communicate and coordinate EED issues with Member States and private sector entities.
- Draft as needed guidelines and other documents on EED concerning policy issues as well practical implementation and internal functioning aspects
- Deal with aspects of internal and external communication on EED as needed

### **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); Sound understanding of economic issues in international relations. Experience in Delegations and/or embassies a great advantage.

## Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English and French are necessary to work with EEAS HQ.
<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.
<u>Management skills:</u>	

## Personal Qualities

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