

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

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

DIVISION	N° post SYSPER2	Comments
EEAS.EURCA.EAST.3 Russia Division	tbc	Libre/vacant as 01/09/2016

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: END/SNE – Desk Officer for political issues

Job Location: EEAS.EURCA.EAST.3

Job Number: tbc

Area of activity: Russia Division

Category: AD

Duration of secondment: 2 years (may be renewed to max 4 years)

Job Content

Overall purpose:

To contribute to the tasks of the division related to strategy and the implementation of EU policy towards Russia; to report on and analyse, inter alia, security and defence issues in relation to Russia, and Russian foreign policy; to prepare related policy papers, briefings, speeches and declarations. To complete other tasks as part of a team, including on global, international and regional issues in relation to Russia.

Functions and Duties:

⇒ **Policy analysis**

- Produce analyses of developments shaping the EU relationship with Russia.
- Analyse, follow-up, and give updates on the developments in the fields highlighted above.

⇒ **Policy definition**

- Contribution to the definition of EU policies in the fields highlighted above, in co-ordination with other European institutions, Member States and other partners.

⇒ **Political dialogue**

- Contribute to preparation, conduct and follow-up of relevant meetings under current political dialogues;

⇒ **External representation and communication with third parties**

- Communicate relevant policy to outside organizations and contacts, and represent the Russia Division in restricted as well as public events.
- Ensure regular contacts and coordination with other European institutions, Member States and third partners, and maintain contacts with relevant Russian interlocutors;

Job Requirements

<u>Education and Training:</u>	University diploma in law, political science, economy, business administration or any other related area
<u>Knowledge and Experience:</u>	Proven diplomatic experience and demonstrated good political judgment and skills; detailed knowledge of EU institutions and decision-making mechanisms as well as of EU policies, in particular CFSP.

Skills

<u>Linguistic skills:</u>	Excellent drafting skills in English and good knowledge of French are expected.
<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>	Analytical capability as well as drafting and reporting skills.

Personal Qualities

Dynamic. Motivated and flexible personality.