

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.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	GENEVA, UN	246698	HoD	Libre à partir de / vacant as of 16.05.2017
2	GENEVA, UN	202429	POL1 – Human Rights	Libre à partir de / vacant as of 01.08.2017

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.

**Expert National Détaché pour une Délégation de l'Union européenne/
Seconded National Expert for a Delegation of the European Union**

JOB DESCRIPTION

Job Title: END/SNE – Advisor on Refugee and Migration Issues

Location: Delegation of the European Union to the International Organisations in Geneva

Area: Migration, humanitarian and human rights

Category: SNE

Post n°: 246698

Duration: 1 year, with possibility of extension

Job Content

Overall purpose: under the direct supervision of the Head of Section for Humanitarian Affairs and Migration and/or Head of Delegation (HOD), to provide support to the Delegation on refugee, migration and related issues, with a particular focus on the human rights dimension of refugee and migration affairs. The jobholder will contribute to

- analysis and reporting on migration affairs; preparation of briefings, position papers, approach papers in connection with migration and humanitarian matters; liaison with relevant UN and other international organisations (UNHCR, OHCHR, IOM, ICRC, IFRC amongst others). Contacts with civil society.
- maintain regular contacts with EU Member States and other key partners on migration issues.

Functions and Duties:

The expert may be asked to provide expertise in the following domains (which will be further defined, limited or extended by the Head of Delegation / HoD and the Head of Section, as needs evolve):

- Analysis & Advice / Monitoring & Reporting: contribute to/ assist / prepare reports regularly and in a timely manner to Head of section, HoD and HQ (including early warnings, specific requests, info flashes and "think pieces") and briefings; contribute to the preparation and implementation of initiatives by the UN and other organisations ; contribute to formulation of the EU strategy in relation with the organisations followed.
- Networking: develop contacts with representatives of international organisations in the areas covered, other stakeholders, and representatives of the EU Member States' diplomatic missions; Monitor activities implemented by the organisations in question, with a view to ensuring coordination in the elaboration of projects and strategy papers;

- Presentation, information and communication: Where requested to do so by and under the HoS and/or the HoD supervision, contribute to present and explain EU positions and policies to counterparts in international organisations and in relevant multilateral fora; contribute to the Press and Information activities of the Delegation in all relevant areas;

Job Requirements

Education and Training: University diploma (law, political science, economics, or any other related issue)

Experience: diplomats/civil servants with at least 2 years of experience within a diplomatic service at HQ and/or in the EU and/or third countries (Embassy, International organization, NGO, etc.); knowledge of EU institutions and related decision-making processes, and ideally of EU refugee, migration and human rights policies; knowledge of EU external action priorities.

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English and ability to speak and understand French is required.

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

Interpersonal skills: Teamwork. Coordination and communication skills. Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify key issues and solutions.

Personal Qualities

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

**Expert National Détaché pour une Délégation de l'Union européenne/
Seconded National Expert for a Delegation of the European Union**

JOB DESCRIPTION

Job Title: END/SNE – Adviser on Human Rights

Job Location: Delegation of the European Union to the International Organisations in Geneva

Area: Human Rights

Category: AD

Post n°: 202429

Duration: Initially 12 or 24 months, with possibility of extension up to 4 years in total

Job Content

Overall purpose: under the direct supervision of the Head of Section and/or Head of Delegation (HOD), to provide support to the lead officials in the Delegation on human rights issues, notably within the UN Human Rights Council, and to contribute to

- analysis and reporting on the proceedings of the Human Rights Council and its related meetings; preparation of briefings and position papers in advance of these meetings; liaison with the Office of the High Commissioner for Human Rights and other relevant parts on the UN system secretariat; and
- promoting and contributing to coordination with EU Member States and other partners on human rights issues.

Functions and Duties:

The expert may be asked to provide expertise in the following domains (which will be further defined, limited or extended by the Head of Delegation / HoD and the Head of Section, as needs evolve):

- Analysis & Advice / Monitoring & Reporting: contribute to/ assist / prepare reports regularly and in a timely manner to Head of section, HoD and HQ (including early warnings, specific requests, info flashes and "think pieces") and briefings; contribute to the implementation of initiatives by the UN and other organisations followed by the expert; contribute to formulation of the EU strategy in relation with the organisations followed.

- Networking: develop contacts with representatives of international organisations in the areas covered, other stakeholders, and representatives of the EU Member States' diplomatic missions; Monitor activities implemented by the organisations in question, with a view to ensuring coordination in the elaboration of projects and strategy papers; etc.

- Presentation, information and communication: Where mandated to do so by and under the HoS and/or the HoD supervision, and in close coordination with the lead officials on human rights, contribute to explaining, specifying and defending EU positions and policies to counterparts in international organisations and in relevant multilateral fora; contribute to the Press and Information activities of the Delegation in all relevant areas;

In specific circumstances, the expert may also be directed by the Head of Delegation to support his/her work or that of other sections, as required.

Job Requirements

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Experience: diplomats/civil servants with at least 2 years of experience within a diplomatic service at HQ and/or in the EU and/or third countries (Embassy, International organization, NGO, etc.); knowledge of EU institutions and related decision-making processes, and of EU human rights policies knowledge of EU external action.

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English and ability to speak and understand French is required.

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

Interpersonal skills: teamwork. Coordination and communication skills. Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify key issues and solutions.

Personal Qualities

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