

JOB description EWS team

Overall purpose: To follow up and co-ordinate the EU conflict Early Warning System – EWS - within the EWS team, as part of the Conflict Prevention activities within the EEAS in order to ensure implementation of the relevant directions of the EU Treaty, the HRVP and senior management.

Job Profile Job Requirements Job Environment Sensitivity

Functions & duties

Function type: POLICY COORDINATION

Function name: Co-ordination of policy activities

Sensitive
function:

Duties:

- Initiate, follow up, monitor, assess and / or analyse early warning and conflict prevention activities within the EEAS, including atrocity prevention/R2P.
- Co-ordinate and / or contribute to the coherence of new policy development activities and / or their implementation with the political objectives and priorities of the EEAS.
- Monitor, promote and / or co-ordinate the quality (substance and presentation) and pertinence of proposals in the area of early warning and conflict prevention, including atrocity prevention/R2P.
- Provide advice and input on conflict prevention, including on the definition of strategic objectives relating to this.

Function type: POLICY COORDINATION

Function name: Policy co-ordination

Sensitive
function:

Duties:

- Follow up, analyse and / or assess the positions of other EU Institutions and / or external stakeholders relating to early warning and conflict prevention.
- Co-ordinate and contribute to the contributions of the EEAS into activities of the Council and the Commission in the early warning and conflict prevention field.
- Ensure that EEAS priorities concerning early warning and conflict prevention are taken into account by policy proposals presented by other EEAS departments.

Function type: INTER-SERVICE COORDINATION and CONSULTATION

Function name: Co-ordination of meetings

Sensitive
function:

Duties:

- Liaise, co-ordinate with, consult other EEAS departments and the Commission and / or respond to inter-service consultations on activities in the area of early warning and conflict prevention in order to ensure coherence of EU policies.

- Participate in inter-service and co-ordination meetings relating to early warning and conflict prevention.

Function type: POLICY DEVELOPMENT

Function name: Developing new policies and strategies

Sensitive
function:

Duties:

- Conceive new activities or extensions of existing activities and perform conceptual reflections.
- Produce policy guidelines and contribute to policy strategy papers.
- Follow up policy proposals through the inter-institutional decision-making process.

Function type: INTERNAL COMMUNICATION (general)

Function name: Internal reporting and communication

Sensitive
function:

Duties:

- Report to, inform and brief management and divisions on policy developments and on the outcomes of discussions and negotiations regarding early warning and conflict prevention and raise potential issues.
- Draft briefings, speeches and speaking notes on the specific policy domain and issues relating to this area.
- Contribute to information sessions and seminars to management and staff of the EEAS on issues relating to early warning and conflict prevention, including atrocity prevention/R2P.

Function type: REPRESENTATION, NEGOTIATION and PARTICIPATION

Function name: Relations with Stakeholders

Sensitive
function:

Duties:

- Establish and maintain regular contacts and exchanges with other European Institutions, Member States, third countries, public and / or private international organisations and / or with research institutions and the academic community at large in the assigned policy area.
- Organise, participate in meetings with stakeholders, including European Institutions, accession countries, third countries and / or other (international) organisations.
- Prepare reports of these meetings.