

EEAS

NOTICE OF VACANCIES

for post of

"cost-free" SECONDED NATIONAL EXPERT

in **EUROPEAN UNION DELEGATION** outside the EU

Central contact point for applications by e-mail:
Division EEAS.BA.HR.2 – SNE-DELEGATIONS@eeas.europa.eu

Vacant post for job profile "Policy Officer" /
Poste vacant pour le profil d'emploi "Chargé de politique"

	Delegation	N° post SYSPER2	Delegation section	Comments
1	CHINA, Beijing	208606	HoD	Libre à partir de / vacant as of 15/07/2017

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.

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: END/SNE

Job Location: Delegation of the European Union to China (Beijing)

Job Number: 208606

Area of activity: PRESS and INFORMATION sector

Category: AD

Duration of secondment: 1 year (renewable 3 times)

Job Content

Overall purpose: within the Political, Press and Information section, to contribute to promote the work of the EU in China and to liaise with the press as well as the general public regarding any matters of interest related to the EU in the areas of general information, culture and promotional functions

under the direct supervision of the Head of Press and Information sector, and/or Head of Delegation (HoD), to assist the Head of Press and Information sector in co-ordinating the sector's activities, where required

Functions and Duties:

- Back-up for the Head of Press and Information sector and contact point for MS Press Counsellors.
- Contribute to the setting-up, implementation, monitoring and evaluation of information, communication and publications strategies.
- Provide advice on media-handling aspects to the Head of Delegation and prepare him / her for interviews and press conferences.
- Produce press releases, press packages and briefings, articles and background papers and other materials needed for media relations. Create or adapt contents for printed publications, web sites, TV, audiovisual and promotional materials. Prepare content for printed publications, web sites, TV, audiovisual and promotional materials.
- Assist in the creation and production of visibility products and with the management of contracts and procurement.
- Organise and / or participate in information and cultural actions in collaboration with Member States. Set-up, implement, supervise, monitor and evaluate annual programmes, public relation events, European campaigns and European years (including fairs, exhibitions, publications, awareness campaigns, etc.).
- Organise opinion polls and surveys; study and disseminate the results.
- Ensure that texts are translated when needed by the translation services or within the unit / service.
- Establish and maintain contacts with the local-based media (both Chinese and international), handle replies to their enquiries and organize press-conferences.
- Participate as needed in other activities of the Political, Press and Information Section and the Delegation.

Job Requirements

Education and Training: The candidate should have at least a university degree, preferably in the area of communications, marketing, public diplomacy or journalism or previous work experience in the areas of communications, marketing, public diplomacy or journalism.

Knowledge and Experience: Experience of at least 3 years in the above mentioned areas at institutional level; in third countries (Embassy, International organization, NGO, etc.); Knowledge of EU institutions, related decisional processes, EU external action and related EU external policies (geographic and thematic). Previous working experience in China is an advantage.

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English while knowledge of Chinese language would be considered an advantage.

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

Interpersonal skills: The candidate should demonstrate the ability to work in a proactive and autonomous way as well as part of a team.

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

Personal Qualities

The candidate should have the capacity to allocate tasks and organize work as well as an eye for detail and accuracy. He/she should demonstrate a high level of creativity.