

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Policy officer
<u>Job Location:</u>	European External Action Service (EEAS) EURCA.EAST.4
<u>Job Number:</u>	To be created
<u>Area of activity:</u>	Central Asia
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years

Job Content

Overall purpose:

As part of the Central Asia Division, the job holder will be dealing with the elaboration of the new EU strategy for Central Asia to be proposed by the end of 2019, as well as with the monitoring of its implementation after adoption. He/she will also support the Division's activities in relation to other aspects of regional and bilateral cooperation in Central Asia.

Functions and Duties:

Under the direct supervision of the Head of Division:

- The successful candidate will contribute to the drafting of the new EU Central Asia strategy, in close consultation with Member States, Central Asian countries, as well as like-minded partners and multilateral organisations active in the region. He/she will work on a communication package to enhance the public profile of the Strategy, and ensure links with other initiatives, such as the coming Euro-Asian Connectivity Strategy. He/she will also follow up the implementation of the Central Asia Strategy, once adopted, as well as contribute to thematic cooperation in the region (water and environment, rule of law, education, security, etc.).
- The SNE would need to maintain good relations with other Divisions within the EEAS (e.g. Asia, Russia), the EUSR for Central Asia, European Commission services, EU Member States, partner countries, other interested stakeholders and regional actors.

Job Requirements

Education and Training:

- University diploma law, political science, economy, business administration or any other related issue.

Knowledge and Experience:

- The ideal candidate will have proven diplomatic experience of at least 5 years including in EU external relations and have demonstrated good political judgment. He/she should also be a well-motivated, stress resistant team worker with excellent analytical, communication and drafting skills capable of representation in an autonomous way. He/she will have had experience of regional cooperation in the region he/she will cover.

Skills

Linguistic skills:

- Excellent drafting skills in English. Knowledge of Russian is an advantage.

Communication skills:

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Interpersonal skills:

- Teamwork. Coordination and communication skills.

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

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

EEAS

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Vacant posts for job profile “Policy Officer”

Managing Directorate/ Division	N° post SYSPER2	Comments
EEAS.EURCA.EAST.4 Central Asia Division	To be created	Libre à partir du / Vacant as from 01/04/2018