

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – (POL)
<u>Job Location:</u>	HQ Russia, Eastern Partnership, Central Asia, Regional Cooperation and OSCE Directorate, Eastern Partnership Bilateral Division
<u>Job Number:</u>	209453
<u>Area of activity:</u>	Eastern Partnership Bilateral / Country desks
<u>Category:</u>	AD
<u>Duration of secondment:</u>	

Job Content

Overall purpose: monitor and contribute to the definition and development of the EU's policy towards Ukraine and other EaP countries through analysis and policy advice concerning political developments as well as sectoral aspects.

Functions and Duties:

Policy analysis

- Analyse, follow-up and give updates on the developments in Ukraine and other EaP countries. Particularly follow up the situation of Ukraine in the political field as well as sectoral areas, as well as EU relations with partners in Ukraine and other EaP countries in these fields;
- Ensure the follow up of dialogues with EaP countries and like-minded partners and international organisations in these areas.

Policy definition

- Provide effective briefing for dialogues with Ukraine and other EaP countries, notably at Association Council levels, analysis of political developments and reforms, policy advice and follow-up, in co-ordination with Member States and other partners;
- Provide effective briefing for dialogues with European and international counterparts, notably at the Foreign Affairs Council and the European Council;
- Contribute to overall Eastern Partnership policy development;

Implementation of policies

- Follow political and sectoral developments, in cooperation with EEAS services, Commission line DGs, and Member States.

Institution representation and negotiation

- Contribute to the preparation of Association Councils and other relevant meetings under the Association Agreement;
- Ensure the secretariat for relevant Sub-Committees;

Institutional relations

- Develop and manage relations with key stakeholders in the context of the overall relationship between the EU and EaP countries, in particular concerning political developments and sectoral developments.
- Contribute to organising and maintaining relations, co-ordination, and contacts with the Presidency, Member States, relevant Council Working groups, and other EU institutions; represent the EEAS at relevant meetings, including with civil society or other external actors;

- Answer parliamentary questions and petitions.

Inter-service consultation

- Carry out and respond to inter-service consultations as appropriate;
- Follow-up of briefing requests/dossiers;
- Maintain network of inter-service contacts;
- Contribute to the efficient and effective functioning of EEAS Division III.B.2 and more widely the EEAS III Directorate

Job Requirements

<u>Education and Training:</u>	University diploma law, political science, economy, business administration or any other related issue
<u>Knowledge and Experience:</u>	Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; Knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English, French and/or Spanish (depending on the duty station) is required. EN and FR are necessary to work with EEAS HQ. Knowledge of the (official/working) language of the host country (or of the region) is an advantage.
<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>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
<u>Management skills:</u>	

Personal Qualities

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