

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

Job Title:	END/SNE - Adviser/Counsellor for Political Affairs
Job Location:	New York
Job Number:	185987
Area of activity:	Political affairs (Political and UNSC Affairs Section)
Category:	AD
Duration of secondment:	24 months, with possibility of extension up to 48 months

### **Job Content**

#### **Overall purpose:**

Under the authority of the Head of Delegation (HoD) or the Deputy Head of Delegation (DHoD) and the Head of the Political Section, to assist the Delegation and contribute to: a) the external representation of the European Union vis-à-vis the United Nations Organisation; b) the organisation of the internal coordination of the EU Member States in accordance with Article 34 of the Treaty on European Union, under the responsibility of the High Representative of the Union for Foreign Affairs and Security Policy.

#### **Functions and Duties:**

As a member of the political section of the EU delegation, the Adviser/Counsellor will be responsible for a geographical or thematic area in particular in the context of the Security Council, although the focus may be adjusted in case of need to other files in the section. Currently this Adviser/Counsellor focuses agenda items at the Security Council related to nuclear non-proliferation (DPRK, Iran, Committee established pursuant to resolution 1540 on weapons of mass destructions) as well as on horizontal issues (including peacekeeping/C-34, SSR, protection of civilians, conflict prevention, mediation, EU-UN cooperation in crisis management) and Asian files (excluding Afghanistan). This Adviser/Counsellor also focuses to issues related to the First Committee of the General Assembly, review cycle of the Nuclear Non-Proliferation Treaty and supports the team in other relevant processes on conventional non-proliferation and disarmament. This Adviser/Counsellor also provides support to the military liaison officer. The tasks include:

- Participate in all relevant UN meetings in these areas of responsibility and present EU positions.
- Establish and maintain contacts with representatives of other UN Member States, other observer missions at the UN, the UN Secretariat and other relevant actors in New York.

- Prepare analytical reports for Headquarters on relevant UN developments with a particular focus on Security Council affairs;
- Draft EU statements and positions and coordinate their approval within the EU; Chair EU expert level coordination meetings;
- When mandated negotiate texts such as General Assembly resolutions with third countries;
- Prepare briefings for EUDEL management
- Contribute to advice on coherence of EU external policy activities in the UN as well as to the formulation of the EU strategy in relation to the UN activities

### **Job Requirements**

**Education and Training:** University diploma law, political science, or any other related issue

**Knowledge and Experience:** The candidate should have experience in working with the UN, and with EU-UN relations, in particular in the above mentioned areas, from posting to New York or Geneva or dealing with the issues at capital level; and knowledge of EU institutions, related decisional processes, EU external action and related EU external policies

### **Skills**

**Linguistic skills:** Professional fluency in English with excellent drafting and communication skills; knowledge of another EU language is a strong asset.

**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. Able to adapt quickly to new situations and deal with new challenges.