

END/SNE - JOB DESCRIPTION

Job Framework

Job title :	END/SNE - (POL) Political Expert
Job location :	Delegation of the European Union to West Bank and Gaza Strip
Job number :	259357
Category :	AD
Area of activity	Political section
Duration:	2 years (extension possible up to 4 years)

Job Content

Overall purpose: Under the direct supervision of the Head of Section and/or Head of Delegation (HoD). To assist the Head of Section in co-ordinating the sub-section's activities, where required, monitor and contribute to:

- analysis and reporting on the overall situation and development in Palestine, including on regional level and in political relations with the EU and Member States
- analysis and reporting in the fields of justice, liberty, security, the rule of law, human rights as well as good governance in Palestine and at regional level

Functions and Duties:

Policy analysis

Follow up the political, economic and / or social situation aspects, trends and / or developments in the areas of:

- Internal Palestinian politics, including Palestinian stakeholders in the reconciliation process
- Democracy, rule of law, including in particular developments in the justice and security sector, including the Women, Peace and Security agenda in Palestine
- Gaza political internal reconciliation issues etc.
- Analyse and assess relevant political and economic development in order to develop, support, implement and advise on policy-making
- Prepare analyses for the preparation of new proposals in the field of EU policies in Palestine
- Participate in stakeholder consultations (UN, PA, MSs and other diplomatic missions, NGOs, civil society) on issues related to Palestine and to the conflict with Israel
- Draft and update comprehensive analysis reports, annual reports, synthesis reports and briefings
- Providing advice to Head of Section and Head of Delegation on the above issues.
- Ensure mainstreaming of gender equality in all of the above.

Representation, negotiation and communication

- Assist EUREP in its representation function vis a vis the Palestinian authorities, public and private organisation and other diplomatic missions and international organisations, on areas of responsibility; and as required
- Maintain network of contacts with Palestinian Authority and PLO officials, media, NGOs, think tanks, academics, Member States, third country representations

Support for presidency function

- Assist the Head of Section in local presidency function, in particular coordination of regular meetings of EU Heads of Political Section
- In areas of responsibility - preparation of presentations, documentation, organisation of visits
- Drafting of minutes where required

Job Requirements

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Knowledge and Experience: Experience of at least 5 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, International organization, NGO, etc.); 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

Linguistic skills: Thorough knowledge (capacity to write and speak) in English is required. Fluency in another working language and knowledge of Arabic would be 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, writing 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