

Job Title: END/SNE – (POL)

Job Location: HQ, Asia & Pacific Department – China, Hong Kong, Macao, Taiwan, Mongolia Division (EEAS ASIAPAC.4)

Job Number: 172628

Area of activity: Political Affairs

Category: AD

Secondment duration: 1 year renewable up to four years in total

Job Content

Overall purpose:

Under the direct supervision of the Head of Division and/or Deputy Head of Division, the job holder will assist with:

- Co-responsible within the division for EU-China political relations, including contributing to the preparation of EU-China summits, high-level political visits and dialogues in terms of content and process.
- Contribute to the preparation and implementation of EU dialogues with China including in the field of human rights.
- Monitoring implementation of the EU strategy on China and the EU-China 2020 Agenda for Cooperation in the jobholder's areas of responsibility, liaising with EEAS and Commission services in that regard, and making proposals to exploit opportunities and solve problems when they arise.
- Responsibility for following one or more of the EU's regional/thematic political dialogues with China.

Functions and Duties:

External Relations

- Review and respond to reporting from the EU's Beijing Delegation and from EEAS and Commission services in Brussels in the above areas of responsibility, making recommendations for follow-up action whenever appropriate.
- Draft briefings, speeches, statements and answer correspondence, inter-service consultations and other questions concerning China in the above areas of responsibility.
- Co-operate with EEAS and Commission services in organising meetings, working visits and other events aimed at ensuring a coordinated EU policy approach.
- Liaise with the relevant foreign Missions in Brussels as necessary to pursue further political cooperation.

Political Analysis

- Analyse latest policy developments in China and their implications for EU-China relations.
- Gather and synthesise inputs and proposals for EU-China initiatives and advise on their compatibility with the EU's overall policy objectives vis-à-vis China.

Negotiations

- Prepare and coordinate negotiations with Commission services, Member States and the Chinese side, as appropriate, to advance the EU's agenda with China.

Policy Development

- Contribute towards defining and developing EU policies concerning relations with China in co-ordination with EEAS, Commission services and Member States.
- Attend COASI and other meetings with Member States when necessary.

Inter-Institutional Relations

- Organise and maintain relations, co-ordination, contacts and information exchange with other EU Institutions.

Outreach/public diplomacy

- Participate in and report on events organised by civil society, think tanks, and other stakeholders.

Job Requirements

Education and Training

University diploma in law, political science, economy, business administration or a related field.

Knowledge and Experience:

At least three years' experience in dealing with political relations with China or other comparable EU partners, including analysis and reporting;

Good knowledge of EU institutions and related decisional processes, CFSP-CSDP and relevant EU external policies.

Human Rights or multilateral experience desirable but not essential.

Skills

Linguistic skills:

Thorough knowledge of and ability to write and speak English and French. Knowledge of Mandarin would be an advantage.

Communication skills:

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

Interpersonal skills:

Teamwork. Good coordination and communication skills.

Intellectual skills:

Solid analytical capability as well as drafting and reporting skills. Capacity to grasp problems rapidly and to identify issues and solutions.

Management skills:

Not applicable.

Personal Qualities

Good team worker. Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and challenges.