

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: END/SNE – (POL)

Job Location: Delegation of the European Union to Russia (Moscow)

Job Number: 301832

Area of activity: Policy, Analysis, Advice and Statistics (Political Section)

Category: AD

Duration of secondment: 2 years (extension possible up to 4 years)

Job Content

Overall purpose:

Under the supervision of the Head of Section or of another Political Officer designated by the Head of the Political Section :

Monitor and contribute to the analysis and reporting on the overall situation and development in the host country, including relations with countries of the Eastern Partnership, in particular Georgia and Ukraine, and Central Asia, on national as well as regional levels, including co-operation in the framework of the CIS and other regional fora, and in political relations with the EU and Member States.

Functions and Duties:

- Monitor and report in various forms, in a regular and timely manner through the HoS, on the general domestic political situation and/or Russian foreign policy, including in relation to the countries of the Eastern Partnership, in particular Georgia, Ukraine and Central Asia.
- Contribute to briefings, incoming visits, to the formulation of country-specific cooperation strategy and its implementation.
- In close coordination with other members of the Political Section, develop contacts capable of enabling and enriching Section reporting, including contacts with national authorities, line Ministries, institutions, politicians, local and national actors, contacts with representatives of the EU Member States' diplomatic Missions, and other partner countries and regional organisations.
- Analysis/monitoring of reporting on EU policies and activities in Russia, with a view to supporting EU communication efforts, with a particular focus on strategic communication and countering disinformation.
- Occasional contributions to the Press and Information activities of the Delegation, including drafting of speeches and presentations

Job Requirements

- Education and Training:** University diploma law, political science, or any other related issue
- Knowledge and Experience:** Experience of at least two years, at institutional level, including analysis and reporting; knowledge of EU institutions, related decisional processes, EU external action and related EU external policies (geographic and thematic)

Skills

- Linguistic skills:** Thorough knowledge (capacity to write and speak) in English is required. Knowledge of Russian is an advantage.
- Communication skills:** Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Capacity to present complex or sensitive positions on sometimes controversial issues to the local authorities.
- Interpersonal skills:** Interest in developing a strong network of diplomatic, political, civil society and academic contacts in Russia.
- Intellectual skills:** Excellent analytical, drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

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