

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – (POL)
<u>Job Location:</u>	Delegation of the European Union to Guatemala
<u>Job Number:</u>	227803
<u>Area of activity:</u>	POL/ECO
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Under the direct supervision of the Head of Delegation (HoD), co-ordination of political and information activities, EU Presidency activities and other EU activities when required.

Overall purpose: Monitor and contribute to

- Analysis and reporting on the overall situation and developments in Guatemala, including on regional level and in political relations with the EU and Member States
- Follow – up and reporting on policy developments, including related to the Association Agreement with Central America
- Analysis and reporting in the fields of justice, security, human rights, indigenous populations as well as good governance in as part of the political agenda in the host country and at regional level, with special emphasis on fight against corruption and impunity and situation of indigenous populations;
- Carry out the Consular Correspondent Duties.

Functions and Duties:

- Networking with Guatemalan executive, Congress and Judiciary and within the Guatemalan society, aimed at follow-up and reporting all policy developments in Guatemalan related to the political and economic interests of the EU.
- Contributing to the representation of the EU in Guatemala
- Liaison with press and co-operation activities of the EU Delegation to Guatemala

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; 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. Experience / knowledge of anti – corruption efforts and/or indigenous populations – related subjects would be a very useful asset. Previous knowledge of the specificities of Guatemala and/or the region would be a considerable asset.

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English and Spanish are essential. A good knowledge of French would also be an asset. EN and FR are necessary to work with EEAS HQ, including reporting, with a stronger emphasis on the former.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Capacity to work in a team. Good diplomatic 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>	No big team to manage, but good interpersonal skills are an asset due to the links with other activities and the need to coordinate with EU MS in the political and economic field.

Personal Qualities

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