

END/SNE – JOB DESCRIPTION

Job Title: END/SNE (cost-free)

Job Location: HQ – EEAS Americas 1 (United States and Canada division)

Job Number: 155613

Area of activity: Desk officer US/Canada

Category: AD

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

WE ARE:

The European External Action Service (EEAS) supports the work of the High Representative in defining and implementing an effective and coherent foreign policy of the European Union and her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice President of the Commission, responsible for external relations within the Commission including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the Member States, the Council, the relevant services of the European Commission and the other EU institutions.

We in the United States and Canada Division are responsible for developing the EU's co-operation with the United States and Canada, and for promoting the EU's interests vis à vis those countries. We aim to develop EU-US and EU-Canada relations, and to further reinforce transatlantic relations in order to promote desired outcomes with regard to global and regional challenges. In support of these relationships, we help to develop and implement EU-US and EU-Canada agreements and dialogues, and in particular co-ordinate with Commission services and other EU institutions the implementation of actions agreed at the EU-US and EU-Canada summits.

Our team consist of open, supportive and motivated colleagues who work together in an interesting and dynamic working environment.

Job Content:

The position of desk officer in the abovementioned Division.

The successful candidate will:

- contribute to the definition, advancement and implementation of EU interests and policies concerning political, security and defense relations with the United States and/or Canada;
- contribute to the preparation and implementation of EU dialogues with the United States and/or Canada in these domains;
- analyse political, security and defense developments in the US and/or Canada;
- analyse the US and Canada policy towards the Eastern Partnership countries, Russia, and Central Asia
- prepare accurate briefings, speeches, statements, articles and notes and other documents as required for senior officials and the political level contribute with input on the above issues into the briefings and materials prepared by other services and EEAS divisions;
- prepare letters and replies including to Parliamentary questions, and citizen's inquiries; draft lines to take and media outputs on these topics.
- make presentations internally, to the EEAS visitors and in the Council Working Party on the issues of relevance to the portfolio.
- ensure effective liaison with other EEAS departments, and relevant Commission Directorates-General;

- develop and maintain contacts at working level with the US and/or Canadian mission(s) to the EU, as well as relevant stakeholders (EU institutions, Member States, civil society, international organisations);
- Provide support to other colleagues in the division on the issues of responsibility, and contribute to the work of the Division more generally.
- Other tasks and responsibilities as assigned by the Head of the Division.

Job requirements:

Education and Training: University diploma in law, political science or any other relevant field

Knowledge and Experience: Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; including through deployment in third countries (Embassy, International organisation, NGO, etc.); Knowledge of EU institutions, related decisional processes, trade-related issues, EU external action, including CFSP and CSDP, and related EU external policies (geographic and thematic) particularly towards North America. Good understanding of transatlantic relations as well as of the EU policy and initiatives in the area of security and defense. Sufficient knowledge of the security, disarmament and non-proliferation issues; the EU-NATO cooperation and of the EU policy towards Russia, Eastern Partnership and Central Asia.

Skills:

Linguistic skills: Thorough knowledge (capacity to write and speak) in English and a sufficient working knowledge of French is required.

Communication skills: Capacity to work and communicate under pressure and time constraints in an international diplomatic and multilingual environment.

Interpersonal skills: Teamwork. Open, proactive, respectful and collaborative attitude. Coordination capacity, networking and good communication skills.

Intellectual skills: Excellent analytical capability, drafting and reporting skills. Rapid grasp of problems and concepts as well as the capacity to identify issues and propose solutions with understanding of a related broader context.

Personal Qualities:

Dynamic, motivated, adaptable, flexible, result oriented and collaborative personality capable to deal with both routine issues and new challenges with effectiveness and efficiency, while building and maintaining relevant working relationships within and outside of the team.