

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE - Desk officer for Russia
<u>Job Location:</u>	EEAS HQ, Belgium, Brussels Managing Directorate: Russia, Eastern partnership, Central Asia and OSCE -
EURCA.EAST	Division: Russia - EEAS.EURCA.EAST.2
<u>Job Number:</u>	339306
<u>Area of activity:</u>	External relations
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (with possibility of extension), starting November 2020

Job Content

Overall purpose: To provide policy analysis and advice on Russian human rights (including EU global human rights sanctions regime) and domestic policy.

Functions and Duties:

- Follow the human rights and domestic policy situation, trends and / or developments related to Russia.
- Follow and contribute to developments towards a future EU global human rights sanctions regime.
- Analyse and / or assess relevant data and information in order to develop, support, implement and / or monitor policy-making, European strategies, and management and planning decisions.
- Draft and update statements, lines-to-take, reports and / or briefings.
- Contribute to Council of Europe and OSCE EU statements on human rights in Russia.
- Contribute to the elaboration of EU policies and activities or extension of existing ones in the area of activity of the division; supply conceptual reflections and produce policy guidelines and / or policy strategy papers.
- Implement, ensure and monitor the proper implementation of EU policies or application of EU legislation in the area of activity of the division.
- Handle and draft replies to oral and / or written questions from Members of the European Parliament, petitions from the public and / or investigations from the European Ombudsman.
- Organize and maintain relations, co-ordination, and contacts with the Presidency, the relevant Council Groups, member states, the countries concerned, the European Parliament and other EU institutions, and Russian civil society; represent the EEAS at relevant meetings.
- Carry out and respond to Commission inter-service consultations; follow up of briefing requests/dossiers; maintain network of inter-service contacts.
- Present and discuss EEAS views in Council Working Groups.
- Deal with parliamentary questions and petitions in the subject areas above.
- Communicate relevant policy to outside organizations and contacts.

Job Requirements

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

Knowledge and Experience: Proven diplomatic experience of at least 3 years and demonstrated good political judgment and skills; knowledge of EU policies, in particular human rights and CFSP, as well as of EU institutions and decision-making mechanisms.

In addition the candidate should:

- have ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- have capacity to create constructive working relations in the field of external relations with national authorities, international organisations and EU Member States;
- have proven experience in human rights policy, political analysis and reporting;
- have knowledge of external relations, internal policies and functioning of the Union;
- have the ability to communicate clearly on complex issues and the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment;
- have strong service attitude;
- have geographical knowledge and/or experience of Russia;

Furthermore, the following would be strong assets:

- knowledge of Russian language
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience in working with or within other EU institutions;

Skills

Linguistic skills: Excellent drafting skills in English and good knowledge of French are expected. Knowledge of Russian would be a strong asset.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Excellent communication skills and the ability to establish and maintain a network of contacts both within and outside the EEAS.

Interpersonal skills: A flexible team player. Coordination and communication skills.

Intellectual skills: Excellent analytical capability and strong drafting and reporting skills combined with sound judgement.

Personal Qualities

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