

JOB DESCRIPTION

- Job profile:** SNE - UN/GENEVA - Adviser for Disarmament, non-proliferation and Human Security
- Job location:** Delegation of the European Union to the Office of the United Nations and other International Organisations in Geneva
- Section:** Disarmament, non-proliferation and Human Security
- Job number:** 202431
- Duration:** 12 to 24 months, with possibility of extension up to 4 years in total

Job Content

OVERALL PURPOSE: under the direct supervision of the Head of Section and/or Head of Delegation (HOD), to assist the Delegation and contribute to

- analysis and reporting on the overall situation and developments in the Conference on Disarmament and other multilateral arms control, disarmament and non-proliferation forums related to Weapons of Mass Destruction and conventional weapons
- EU coordination and political relations with the EU Member States and third countries in these fields
- Other areas of CFSP and CSDP, going beyond the fields of disarmament, non-proliferation, and human security, as dictated by needs of the Delegation

FUNCTIONS AND DUTIES: The expert may be asked to provide expertise in the following domains (to be further defined, limited or extended by the Head of Delegation/Head of Section):

Analysis & Advice / Monitoring & Reporting:

- prepare timely contributions to policy development in Brussels through early warnings, advice and responding to specific requests
- prepare regular briefings and reports

EU coordination

- prepare EU statements for multilateral arms control, disarmament and non-proliferation fora
- contribute to related negotiations with EU Member States

External representation

- develop contacts with relevant international organisations, such as UN Office for Disarmament Affairs
- develop contacts with representatives of EU Member States' and other UN Member States' diplomatic representations

- develop contacts with think tanks and the NGO community

Information and communication

- contribute to the Press and Information activities of the Delegation in relevant areas
- maintain relations and conduct outreach activities with relevant Geneva-based Organisations

Job Requirements

Education and Training: University diploma in law, political science, economy, or any other related issue or experience relevant to the job

Experience: diplomat/civil servant with a minimum of 3 years of experience within a diplomatic service at HQ or in a third country in an embassy, or in an international organisation. Knowledge of EU institutions, related decision-making processes, in particular familiarity with CFSP-CSDP, relevant EU external action and related EU external policies of a geographic or thematic nature. Knowledge of multilateral affairs and ideally UN would be an advantage.

Skills

Linguistic skills: Thorough knowledge (writing and speaking) in English and French.

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

Interpersonal skills: propensity for teamwork, coordination and communication, solid analytical capability, excellent drafting and reporting skills; rapid grasp of problems and capacity to identify issues and solutions and translate this into negotiating positions.

Personal Qualities

Dynamic, motivated and flexible personality, able to adapt quickly to new situations and deal with new challenges.

Some travel required