

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

**Job Title:** SNE – Human Rights Policy officer

**Job Location:** EEAS Human Rights Division

**Job Number:** 210275

**Area of activity:** **Human Rights**

**Category:** AD

**Duration of secondment:** 2 years (renewable)

### **Job Content**

**Overall purpose:**

Within the EEAS, the Human Rights' division (EEAS Global 1) is responsible for conducting and coordinating the EU's human rights policy towards third countries and in multilateral fora, as well as programming the relevant external assistance instrument.

The official will in particular contribute to the definition and implementation of EU external relations' policies in the following areas: non-discrimination; indigenous peoples' rights, rights of persons belonging to minorities; racism, racial discrimination and xenophobia; rights of persons with disabilities and older persons. The official will also be responsible for the human rights aspects of EU's bilateral relations with selected countries.

**Functions and Duties:**

Key responsibilities of the position are:

Under the direct supervision of the Head of Division,

- In coordination with other EEAS' departments and Commission services, develop and implement EU's human rights policies on: non-discrimination; indigenous peoples' rights; rights of persons belonging to minorities; racism, racial discrimination and xenophobia; rights of persons with disabilities and older persons.
- In line with the EU Action Plan on Human Rights and Democracy and thematic guidelines, develop a comprehensive agenda to promote non-discrimination policies in third countries and protect the rights of those in vulnerable situations.
- Maintain regular contact with civil society organisations from EU and third countries and other stakeholders on thematic files under his / her responsibility;

- Act as the main point of contact for human rights policies in selected countries. Maintain regular contact with EU Delegations, meet human right defenders and civil society organisations, and prepare and participate in human rights dialogues;
- Monitor progress and participate in the UN work on Indigenous Peoples' rights;
- Represent the EEAS as necessary in meetings of the Council Working Group on Human Rights, of the European Parliament subcommittee on Human Rights, and other inter-institutional meetings.

## **Job Requirements**

### **Education and Training:**

- Diploma in political science, economics, law or international relations.
- A specialisation in human rights law would be an advantage.

### **Knowledge and Experience:**

- Proven diplomatic experience of at least 3 years in national administrations or international organisations.
- Thorough knowledge of human rights policies.
- Good knowledge of EU external relations and sound political judgment.

## **Skills**

### **Linguistic skills:**

- Excellent speaking and drafting skills in English. Knowledge of French is an advantage.

### **Communication and writing skills:**

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Capacity to draft clear, short statements, briefings and speeches, with strong, clear key messages.

### **Interpersonal skills:**

- Capacity to work in team and to co-ordinate with an extensive number of co-workers in different services absolutely essential. Excellent negotiation and communication skills. Capacity to work in a multicultural environment.

### **Intellectual skills:**

- Solid analytical and drafting capabilities. Rapid grasp of problems and capacity to identify issues and solutions. Creative, problem-solving thinking, versatile.

## **Personal Qualities**

- Dynamic, well-motivated, stress resistant with strong team spirit and sense of initiative.
- Capacity to adapt quickly to new situations and deal with new challenges.