

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: Relations with Africa, EU-Africa/AU partnership and relations with the Organisation of ACP States, incl. Cotonou/ Post Cotonou agreement

Job Location: EEAS (HQ) / MD Africa / Pan-African Affairs Division (AFRICA 5)

Job Number: 166715

Area of activity: Relations with the African Union, EU-Africa/AU partnership, Joint EU-Africa Strategy and relations with the Organisation of ACP States, Cotonou / Post-Cotonou agreement

Category: AD

Duration of secondment: 2 years (renewable), starting on 1 February 2021

Job Content

Overall purpose:

Under the supervision of the Head of Division and the responsible team leaders:

- Contribute to strategic thinking as well as policy development and implementation for EU-Africa relations, Cotonou/ Post Cotonou agreement and EU-Organisation of ACP States relations.
- Contribute to the preparation and organisation of Summits, Ministerial and other meetings, dialogues, missions and visits, and to the follow up and implementation of meeting outcomes, liaising with all concerned institutions and other relevant stakeholders.
- Provide support, when requested by the Head of Division, on other Africa policy files managed by the Division (peace and security issues, human rights and good governance, youth, migration etc.).

Functions and Duties:

- Drafting (briefings, speeches, declarations, papers, notes)
- Liaison, coordination and communication with responsible EEAS and Commission services as well as relevant stakeholders
- Presentation and, when applicable, negotiation of proposals
- Participation in relevant fora; carrying out missions
- Reporting

Job Requirements

Education and Training:

- University degree in law, political science, international relations, economy, business administration or related discipline.

Knowledge and Experience:

- Experience of at least 3 years in the above mentioned areas at institutional level, including analysis and reporting; experience in third countries (embassy, international organisation, 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 in development cooperation issues would be a strong asset.

Skills

Linguistic skills:

- Thorough knowledge (capacity to write and speak) in English and French.

Communication skills:

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Interpersonal skills:

- Teamwork. Coordination and communication skills.

Intellectual skills:

- Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

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