

**Expert National Détaché pour une Délégation de l'Union européenne/
Seconded National Expert for a Delegation of the European Union**

JOB DESCRIPTION

Job Title: END/SNE – Adviser for Humanitarian, asylum and migration affairs

Job Location: Delegation of the European Union to the International Organisations in Geneva

Area: Humanitarian affairs

Category: AD

Post n°: 153190

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 provide support to the lead officials in the Delegation on humanitarian affairs and migration/asylum, respectively, and to contribute to

- analysis and reporting on humanitarian aid and migration/asylum policy (notably through coverage of disaster risk reduction; meetings and processes organised by WFP, UNICEF, WHO, etc. in the area of humanitarian aid; and by following gender and specific sectoral issues in the areas of humanitarian aid and migration/asylum); and
- promoting and contributing to coordination with EU Member States and other partners on humanitarian aid, migration and asylum issues.

Functions and Duties:

The expert may be asked to provide expertise in the following domains (which will be further defined, limited or extended by the Head of Delegation / HoD and the Head of Section):

- Analysis & Advice / Monitoring & Reporting: contribute to/ assist / prepare reports regularly and in a timely manner to Head of section, HoD and HQ (including early warnings, specific requests, info flashes and "think pieces") and briefings; contribute to the implementation of initiatives by the UN and other organisations followed by the expert; contribute to formulation of the EU strategy in relation with the organisations followed, and EU strategy towards them, in following areas:

- o **Specific domains/areas:**
 - **Migration and Asylum policy**
 - **Disaster Risk Reduction, notably ISDR**
 - **WFP (Geneva-based activities and briefings)**
 - **UNICEF (Geneva-based activities and briefings)**
 - **WHO (Health Action in Crises)**
 - **Gender and sectoral issues**

- Networking: develop contacts with representatives of international organisations in the areas covered, other stakeholders, and representatives of the EU Member States' diplomatic missions; Monitor activities implemented by the organisations in question, with a view to ensuring coordination in the elaboration of projects and strategy papers; etc.

- Presentation, information and communication: Where mandated to do so by and under the HoS and/or the HoD supervision, and in close coordination with the lead officials on humanitarian aid and migration, contribute to explaining, specifying and defending EU positions and policies to counterparts in international organisations and in relevant multilateral fora; contribute to the Press and Information activities of the Delegation in all relevant areas;

Job Requirements

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Experience: diplomats/civil servants with at least 2 years of relevant experience in the above mentioned areas (see job content) at institutional level, analysis and reporting; within a diplomatic service at HQ and/or in the EU and/or third countries (Embassy, International organization, NGO, etc.); Knowledge of EU institutions and related decisional processes, and of EU humanitarian aid policies and EU migration and asylum policies; knowledge of EU external action.

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English and French is required. EN and FR are necessary to work with Commission HQ.

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

Interpersonal skills: teamwork. Coordination and communication 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. Motives and flexible personality. To adapt quickly to new situations and deal with new challenges.