

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	International Relations Officer
<u>Job Location:</u>	Delegation of the European Union Vienna, Austria – OSCE Section
<u>Area of activity:</u>	Cross-dimensional issues, such as Helsinki+ 40 concept on the future of the OSCE, legal personality of the OSCE; assist in the overall coordination of EU positions in view of OSCE meetings; including Ministerial Councils
<u>Category:</u>	SNE/END
<u>Job Number:</u>	153185
<u>Duration of secondment:</u>	

Job Content

Overall purpose: The SNE/END has appropriate background and experience in preparing high level meetings, and contributions to policy formulation on the above specified areas of activity. S/he will support the staff of the EEAS in coordinating and representing the EU on cross-dimensional and other matters, as appropriate, in OSCE meetings at all levels, including in preparation of the OSCE Ministerial Council. S/he is flexible and can adapt to a quickly changing environment. Analysis and reporting are also at the core of the SNE/ENDs work.

Functions and Duties:

- Assist the EEAS staff in ensuring coordination of EU Member States, and with partners, on cross-dimensional issues, such as the Helsinki+ 40 concept on the future of the OSCE, as well as the legal framework of the OSCE.
- Assist the HoD in ensuring coordination of the EU positions in the preparation to the OSCE Ministerial Council meetings, including the organisation; contribute to analysis, policy formulation and strategic thinking, conduct and follow-up of EU and OSCE Ambassadorial retreats, as well as of other relevant governing bodies and informal consultations.
- Analyse and advise in the areas of responsibility, as well as reporting, preparing background notes and policy papers, as appropriate.
- Drafting EU statements, and policy papers for discussion with Member States during EU coordination
- Assist the HoD in negotiations on behalf of the EU concerning relevant OSCE documents
- Liaise with the OSCE Executive Structures, the EU MS missions and third country missions, as well as with EU HQs
- Contribute to explain, specify and defend EU positions and EU policies in relevant OSCE forums

Job Requirements

<u>Education and Training:</u>	University diploma law, political science, economy, business administration or any other related issue
<u>Knowledge and Experience:</u>	S/he is experienced in working with the EU, the OSCE or other International Organizations in a national or multilateral capacity. At least 5 years of professional experience in one of the above mentioned fields is a minimum. Prior work with EU institutions is an asset

Skills

<u>Linguistic skills:</u>	In-depth knowledge (capacity to write and speak) of English, good knowledge of French required
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Teamwork; Excellent coordination and communication skills
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions
<u>Management skills:</u>	Capacity to prioritise and organise work, and to deliver under time pressure, are essential

Personal Qualities

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