

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE - Adviser / Counsellor for Political Affairs
<u>Job Location:</u>	Delegation of the European Union to the United Nations, New York
<u>Job Number:</u>	153182
<u>Area of activity:</u>	Political and Security Council Affairs (Africa – Middle East)
<u>Category:</u>	AD
<u>Duration of secondment:</u>	12 months, with possibility of extension up to 24 months

Job Content

Overall Purpose:

Under the authority of the Head of Delegation (HoD) or the Deputy Head of Delegation (DHoD) or the Head of the Political Section (HoS), to assist the Delegation and contribute to: a) the external representation of the European Union vis-à-vis the United Nations Organisation, b) the organisation of the internal coordination of the EU Member States in accordance with Article 34 of the Treaty on European Union, under the responsibility of the High Representative of the Union for Foreign Affairs and Security Policy.

Functions and Duties:

Under the authority of the HoD or DHoD or HoS, the national expert assists the officials of the Delegation in the performance of the tasks set out below on political issues. As required, the national expert will be expected to exercise these tasks on an autonomous basis.

- Participation in all relevant UN meetings in the above field and drafting reports on such meetings for the purpose of reporting to Headquarters or sharing information with EU Member States' Missions in New York
- Presentation of EU positions in relevant meetings
- Contribute to preparation of negotiations on behalf of the EU
- Establishing and maintaining contacts with representatives of other UN Member States, other observer missions at the UN, the UN Secretariat and other relevant actors in New York.
- Organising and chairing of and reporting on internal EU coordination meetings at expert level in his/her field of expertise.
- Analysis & Advice / Monitoring & Reporting: contribute to/ assist / prepare reports regularly and timely for HoD or DHoD (including early warnings, specific requests, info flashes and "think pieces") and briefings; contribute to advice on coherence of EU external policy activities in the UN; to the implantation of UN initiatives; contribute to formulation of the EU strategy in relation to the UN, to political dialogue and strategy in the above areas.

Job Requirements

<u>Education and Training:</u>	University diploma preferably in political science, international affairs and diplomacy, or a related subject
--------------------------------	---

Knowledge and Experience:

Diplomats/civil servants with at least 3 years of relevant experience in the above mentioned area (see job content) within a diplomatic service at HQ and/or in the EU and/or third countries (Embassy, International organisation, etc); Knowledge of EU institutions and decisional processes and of EU external action and EU external policies in the above mentioned area. Previous UN experience and ideally previous experience with a Member State having exercised the Presidency of the Council of the EU in New York.

Skills

Linguistic skills: Proficiency (written and oral) in English (EN) and working knowledge of French (FR) is required. EN and FR are necessary to work and communicate with EU HQ in Brussels and are CFSP working languages

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. Ability to work as part of a team. Coordination skills.

Security clearance level "RESTREINT EU"

Management skills:

Personal Qualities

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