

**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 / Counsellor for UNESCO matters and for the Education and the Employment and Labor Affairs Committees of OECD

Job Location: Delegation of the European Union in Paris to OECD and UNESCO

Area: Section Relations with UNESCO

Category: AD

Duration: 12 to 24 months, with possibility of extension up to 4 years in total
of secondment

Job Content

Overall purpose: under the direct supervision of the Head of Section and/or Head of Delegation (HoD), to assist the Delegation and contribute to:

- Representation of the EU in all relevant UNESCO meetings as well as analysis and reporting on the overall situation and development in UNESCO
- Organization and chairing of EU coordination meetings at UNESCO as appropriate as well as performing all the other Presidency tasks in the organizations (negotiation, representation etc)
- Liaison between UNESCO and relevant services in HQs on the bilateral cooperation with the organization.
- Participation in meetings of the OECD Education and Labor and Social Affairs Committees and reporting to HQs on most important developments in the work of the Committee.

Functions and Duties:

The expert may be asked to provide expertise in the following domains (that 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 timely to Head of section, HoD and HQ (including early warnings, specific requests, info flashes and "think pieces") and briefings; contribute to advice on coherence of EU external policy activities in UNESCO and in the education, labour and social affairs areas in OECD; to the implementation of UNESCO initiatives; Contribute to formulation of the EU strategy in relation with UNESCO, to political dialogue and strategy in all the areas of activity of UNESCO :
- **Networking :** develop contacts with UNESCO and OECD line departments, stakeholders, representatives of the EU Member States' diplomatic missions; Monitor activities carried out by UNESCO and by OECD in the areas of education and labor and social affairs;
- **Presentation, information and communication :** Where mandated to do so by and under the HoS and/or the HoD supervision, contribute to explain, specify, defend the EU/Commission positions & EU policies to UNESCO and OECD counterparts and working groups; contribute to the Press and Information activities of the Delegation in all relevant areas;

Job Requirements

Education and Training: University diploma in law, political science or any other related issue

Experience: diplomats/civil servants with at least 5 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); Knowledge of EU institutions, related decisional processes, CFSP-CFSD, EU external action and related EU external policies as well as of multilateral issues and in particular the UN.

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English and French is required.

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

**AVIS DE VACANCE
EXPERT NATIONAL DETACHE
SANS FRAIS**

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|-------------------------------|---|
| 1. Direction générale | : Relations extérieures |
| - Direction | : Service extérieur |
| - Unité | : EEAS C3 END |
| 2. - Chef d'Unité Responsable | : Katerine Theodorou Kalogirou |
| . | |
| 3. Lieu d'affectation | Délégation Paris OCDE/UNESCO
12 Avenue d'Eylau – 75116 Paris
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http://eeas.europa.eu/delegations/oece_unesco/index_fr.htm
European External Action Service (EEAS)
Service européen pour l'Action extérieure (SEAE) |
| . | |
| - Date de début | : 01/09/2012 |

2. Principaux domaines de responsabilité :

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3. Principales qualifications :

- Diplôme Universitaire en Sciences Politiques, Droit, Economie, Littérature, Langues Etrangères.
- Diplôme post universitaire avec spécialisation, en droit européen.
- Au moins 5 ans d'expérience dans un des domaines propres à l'UNESCO, acquis de préférence dans une organisation internationale.
- Familiarité avec le system onusienne.
- Bonne capacité de rédaction.

4. Langues:

Excellent Français et Anglais. Autres langues communautaires souhaitées.