

**1. Main areas of responsibility :**

**Overall purpose:** monitor and contribute to analysis and reporting on the overall situation and development in the host country, including on regional level and in political relations with the EU and Member States, under the direct supervision of the Head of Section and/or Head of Delegation (HoD). To assist the Head of Section in co-ordinating the sub-section's activities, where required.

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

- Monitoring & Reporting regularly and timely to Head of section, HoD and HQ (including early warnings, specific requests, info flashes and "think pieces") on :
  - **Country's overall situation** : national politics and local events, political, socio-economic, trade and financial situation, country's forecasts, relations with international financial institutions, evolution of any structural reform process, international, regional or bilateral issues in all relevant sectors;
  - **CFSP issues** : country's foreign policy, relations with the EU and the Member States, with other main international, regional or bilateral partners, stances in regional integration initiatives, relations; conflict prevention, reconciliation, crisis management, disarmament, rehabilitation, etc.
  - **Governance, rule of law & democracy, Justice, liberties & security issues:** electoral processes, human rights, and civil society, access to information, gender issues; institutional development: reform of the public service, financial control (ex-ante and auditing), tax policy, processes of development of the law, decentralization; public utilities; management of the transition, public procurement, fraud and corruption, asylum and migration questions and related issues, etc.
- Analysis & Advice : contribute to prepare briefings and/or visits; contribute to advice on coherence of EU external policy activities in the country and/or region; to the implementation of regional integration initiatives; Contribute to formulation of the country specific cooperation strategy, to political dialogue and strategy in above mentioned horizontal areas .
- Networking : develop contacts with national authorities, line Ministries and Institutions, politicians and other local and national stake holders, with representatives of the EU Member States' diplomatic missions, of other main partners and of regional organisations, with the EU and local business chambers and associations; Monitor activities supported by other donors, with a view to ensuring coordination in the elaboration of projects and domestic strategy papers; Develop close contacts, , etc.
- 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 Commission positions & EU policies to domestic audience, particularly politicians, press, business and academics; contribute to the Press and Information activities of the Delegation in all relevant areas;

**2. Main qualifications :**

**Education:** university diploma on law, political science, Economy, BA or equivalent.

**Experience** of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, Delegation, International organization, 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.

**Skills & assets** : Solid analytical capability as well as drafting and reporting skills; Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment; to adapt quickly to new situations and deal with new challenges; to team working; Co-ordination and communication skills; Dynamic, motivated and flexible personality; Computer proficiency : word, excel, outlook (e-mail)

**Languages** : Thorough knowledge (capacity to write and speak) in English, French and/or Spanish (depending of the duty station) is required. EN and FR are necessary to work with Commission HQ. Knowledge of the (official/working) language of the hosting country (or of the region) is an advantage.