

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Adviser / Counsellor (Humanitarian Affairs)
<u>Job Location:</u>	Delegation of the European Union to the UN (New York)
<u>Job Number:</u>	
<u>Area of activity:</u>	Humanitarian Affairs
<u>Category:</u>	AD
<u>Post n:</u>	153052
<u>Duration of secondment:</u>	12 months, with possibility of extension up to 24 months

Job Content

<u>Overall purpose:</u>	Under the authority of the Head of Delegation (HoD) or the Deputy Head of Delegation (DHoD), 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.
<u>Functions and Duties:</u>	<p>Under the authority of the HoD or the DHoD, the national expert assists the officials of the Delegation in the performance of the tasks set out below in the area of Humanitarian Affairs. As required, the national expert will be expected to exercise these tasks on an autonomous basis.</p> <ul style="list-style-type: none">- Participation in all relevant UN meetings in the above fields 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 and participation to negotiations on behalf of the EU. <p>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.</p> <ul style="list-style-type: none">- Organising and chairing of and reporting on internal EU coordination meetings at expert level in his/her field of expertise.- Analysis and Advice / Monitoring and 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 implementation of UN initiatives; contribute to formulation of the EU strategy in relation to the UN, to dialogue and strategy on Humanitarian affairs.

Job Requirements

<u>Education and Training:</u>	University diploma law preferably in political science, international affairs and diplomacy, or any other related issue
<u>Knowledge and Experience:</u>	Diplomats/civil servants with at least 3 years of relevant experience in the above mentioned areas (see job content) within a diplomatic service at HQ and/or in the EU and/or third countries (Embassy, International organization, etc.); knowledge of EU institutions, related decisional processes and of EU external action and related EU external policies in the above mentioned areas. 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

<u>Linguistic skills:</u>	Thorough knowledge of English and French is required. EN and FR are necessary to work and communicate with EU HQ in Brussels and are CFSP working languages.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Personal skills:</u>	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. Teamwork. Coordination and communication skills.

Personal Qualities

Dynamic and motivated. Positive personality. Ability to adapt quickly to new situations and deal with new challenges.