

## Seconded National Expert for a Delegation of the European Union

### JOB DESCRIPTION

<u>Job Title:</u>	SNE – <b>Adviser for disarmament, non proliferation and human security</b>
<u>Job Location:</u>	Delegation of the European Union to the Office of the United Nations and other International Organisations in Geneva
<u>Area:</u>	Section: <b>disarmament and human security</b>
<u>Category :</u>	AD
<u>Post n°:</u>	153224
<u>Duration:</u>	12 to 24 months, with possibility of extension up to 4 years in total

### 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

- analysis and reporting on the overall situation and developments in the Conference on Disarmament and related arms and non-proliferation forums
- political relations with the EU and Member States in these fields
- policy development in the fields of CFSP and CSDP, in particular disarmament, non-proliferation, human security.

**FUNCTIONS AND DUTIES:** The expert may be asked to provide expertise in the following domains (to be further defined, limited or extended by the Head of Delegation / Head of Section):

#### **Analysis & Advice / Monitoring & Reporting:**

- prepare timely contributions to policy through early warnings, specific requests, info flashes and "think pieces"
- prepare regular briefings and reports
- contribute to advice on coherence of EU external policy activities in the relevant international organisations <sup>1</sup>
- contribute to implementation of relevant initiatives, including EU Joint Actions
- contribute to formulation of the EU strategy in relation to international organisations (see footnote 1)
- contribute to political dialogue and strategy in the following relevant areas :

#### **Networking**

---

<sup>1</sup> Conference on Disarmament, Biological and Toxin Weapons Convention, Convention on Certain Conventional Weapons, Convention on Cluster Munitions, Ottawa (Anti Personnel Landmines) Convention, Non-Proliferation Treaty, Arms Trade Treaty and other forums arising

- develop contacts with relevant international organisations, such as UN Office for Disarmament Affairs, ICRC arms section, United Nations Institute for Disarmament Research, Geneva Call, Geneva Centre for Humanitarian Demining, Geneva Centre for Security Policy, International Security Sector Advisor Team.
- develop contacts with representatives of EU Member States' diplomatic missions and other UN Member States' diplomatic representations.
- develop contacts with representatives of the NGO Community, e.g. International Campaign to ban landmines, Cluster Munition Coalition, Acronym Institute, Quakers, Geneva Forum, Geneva Process, Centre for Humanitarian Dialogue, Interpeace.
- monitor relevant activities with a view to ensuring coordination and sound management in the elaboration and management of projects (e.g. EU joint actions, various arms-related sponsorship committees) and strategy papers; etc.

#### **Presentation, information and communication:**

- Where mandated to do so by and under the HoS and/or the HoD supervision, and in close coordination with the lead officials on Disarmament, contribute to explaining and specifying EU positions and policies to counterparts in international organisations and in relevant multilateral fora; contribute to the Press and Information activities of the Delegation in all relevant areas;
- maintain relations and outreach activities with relevant Geneva-based organisations, e.g. Democratic Control of Armed Forces, Geneva Centre for Humanitarian Demining, Geneva Centre for Security Policy, Geneva Graduate Studies Institute.

### **Job Requirements**

**Education and Training:** University diploma in law, political science, economy, business administration or any other related issue or relevant experience of the required issues.

**Experience:** diplomat/civil servant with at least 5 years of relevant experience in relevant areas (see job content) at institutional level – analysis, reporting, negotiation and representation within a diplomatic service at HQ or in a third country in an embassy, or in an international organisations); knowledge of EU institutions, related decision-making processes, in particular familiarity with CFSP-CSDP, relevant EU external action and related EU external policies of a geographic or thematic nature. Knowledge of UN procedures, in particular in relation to the UNGA First Committee would be a distinct advantage.

### **Skills**

**Linguistic skills:** Thorough knowledge (writing and speaking) in English and French.

**Communication skills:** Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

**Interpersonal skills:** propensity for teamwork, coordination and communication, solid analytical capability, drafting and reporting skills; rapid grasp of problems and capacity to identify issues and solutions and translate this into negotiating positions.

### **Personal Qualities**

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