

EEAS

NOTICE OF VACANCIES

for posts of

"cost-free" SECONDED NATIONAL EXPERTS

in **EUROPEAN UNION DELEGATIONS** outside the EU

**Central contact point for applications by e-mail:
Division EEAS.BA.HR.2 – SNE-DELEGATIONS@eeas.europa.eu**

**Vacant posts for job profile "Political analysis and reporting" /
Postes vacants pour le profil d'emploi «Analyse politique et reporting»**

	Delegation	N° post SYSPER2	Delegation section	Comments
1	New York, UN	186032	UN Reform, UN Management, UN Budget	Libre / vacant

Indicative list which may be completed by additional posts with equivalent profiles for Delegations in the same region or for another region

Listes indicatives susceptibles d'être complétées dans des profils équivalents par des postes additionnels pour des Délégations dans les mêmes régions ou pour d'autres régions.

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE
<u>Job Location:</u>	Delegation of the European Union to the UN, New York
<u>Job Number:</u>	186032
<u>Area of activity:</u>	UN Reform, UN Management, UN Budget
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose: under the supervision of the Head of Delegation, Deputy HoD and Head of Section

- participate in the teamwork of the 5th committee section at EUDEL (UN Reform, Management and Budgets) to contribute to EU Member States coordination and negotiations;
- as well as policy reporting on:
 - All issues related to UN financing, including budget negotiations of the UN Programme Budget and the budgets of UN Peacekeeping Operations;
 - All issues related to UN Management and other horizontal UN issues that pertain to the management, administration and functioning of the UN organization in the different headquarters and the field
 - Contribute to the EU's strategic engagement on UN reform issues

Functions and Duties:

- Organising and leading on EU coordination and facilitation of common EU position in the field of UN reform, management and financing; assisting EU Burden Sharing Teams in delivering common EU Positions
- Preparing and delivering EU statements and negotiation positions; contribute to negotiations on behalf of EU Member States
- Represent the EU in the 5th committee of the UN (Budget and Management), in other related committees and fora
- Engage in daily contacts with senior UN Managers
- Establishing and maintaining contacts with representatives of other delegations and member states
- Engage with other sections at EUDEL on all issues pertaining to UN budgets and management (horizontal function)
- Preparing briefings and analysis of UN documents and other relevant materials; report back to EU institutions and EU member states
- monitoring and reporting regularly and timely to HoD, DHoD, Head of Section and Headquarters;
- supporting the external representation of the European Union vis-à-vis the United Nations, as well as the internal coordination of the EU Member States;
- organising the visits of EU Commissioners, colleagues from Headquarters, MEPs and accompanying them on their visit;
- organising and reporting on internal EU coordination meetings at expert level;
- providing other support to the work of the Delegation as required.

Job Requirements

<u>Education and Training:</u>	University diploma law, political science, economics, environmental studies or any other related issue
<u>Knowledge and Experience:</u>	Experience of at least 3 years in areas related to the job content; Knowledge of EU institutions, related decisional processes, EU external action and EU external policies related to the job content.

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English, working knowledge of French is an advantage.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Teamwork. Coordination and communication skills.
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Flexibility in addressing multiple tasks and issues.
<u>Management skills:</u>	N/A

Personal Qualities

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