

Job Title: END/SNE – (POL)

Job Location: SG – Connectivity Team

Job Number: TBC

Area of activity: Political Affairs

Category: AD

Secondment duration: 1 year renewable up to four years in total

Job Content

Overall purpose:

Under the direct supervision of Ambassador at Large for Connectivity and/or the Adviser on Connectivity, the job holder will assist with:

- Analysis and policy advice on connectivity and its four sector components (transport, energy, digital and human connections) as well as other countries' connectivity initiatives.
- Analysis and policy advice on financing and private investment aspects of the connectivity
- Preparation and follow up of meetings, events, visits, missions and dialogues in terms of content and process.
- Monitoring and coordination of implementation of the EU strategy on 'Connecting Europe and Asia' and mainstreaming connectivity in other relevant geographical and thematic strategies and programming as well as other ongoing activities on connectivity more globally.
- Preparation and implementation of an EU communication strategy on connectivity.

Functions and Duties:

External Relations

- Review and respond to reporting from EEAS and Commission services in the above areas of responsibility, making recommendations for follow-up action whenever appropriate.
- Draft briefings, speeches, statements and answer correspondence, inter-service consultations and other questions concerning connectivity.
- Co-operate with EEAS and Commission services in organising meetings, working visits and other events aimed at ensuring a coordinated EU policy approach.
- Liaise with the relevant external actors as necessary to pursue further political and economic cooperation both in the HQ, in our Member States, and abroad.

Political Analysis

- Analyse latest policy developments in connectivity and their implications for EU policy and the EU's bilateral, regional and international relationships.
- Gather and synthesise inputs and proposals for cooperation on connectivity initiatives and advise on their compatibility with the EU's overall policy objectives and potential synergies.

Consultations

- Prepare and coordinate consultations with Commission services, Member States and other actors.

Policy Development

- Contribute towards defining and developing EU policies concerning connectivity in co-ordination with EEAS, Commission services and Member States.
- Attend COASI and other meetings with Member States when necessary.

Inter-Institutional Relations

- Organise and maintain relations, co-ordination, contacts and information exchange with other EU Institutions.

Outreach/public diplomacy

- Help devise an EU communications policy for connectivity, in close coordination with the Commission and other relevant actors.
- Prepare, participate in and report on events organised by civil society, think tanks, and other stakeholders as well as outreach to businesses.

Job Requirements

Education and Training:

University diploma in political science, law, economics, business administration or a related field.

Knowledge and Experience:

At least five years' experience in dealing with political relations with countries relevant for the strategy, including analysis and reporting;

Good knowledge of sectoral connectivity policies of the EU, particularly in transport, energy, digital and human connections;

Good knowledge of programming development assistance and/or financial instruments relevant for investment cooperation. Excellent understanding of international financial institutions and private investment mechanisms.

Good knowledge of EU institutions and related decision making processes.

Skills

Linguistic skills:

Thorough knowledge of and ability to write and speak English. French is an asset.

Communication skills:

Capacity to work and communicate under time constraints in an international and multilingual environment.

Capacity to formulate outreach and communication strategies.

Interpersonal skills:

Teamwork. Good coordination and communication skills.

Intellectual skills:

Solid analytical capability as well as drafting and reporting skills. Capacity to grasp problems rapidly and to identify issues and solutions.

Management skills:

Not applicable.

Personal Qualities

Good team worker. Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and challenges.
