

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: END/SNE – (POL) Desk officer External Relations
International Relations Officer - Policy desk officer- democracy and follow-up to electoral observation missions

Job Location: HQ MD Global, Global.3 Election Observation and Democracy Support

Job Number:

Area of activity: Section: Democracy Support (Human/Civil Rights and Social Affairs)

Category: AD

Duration of secondment:

Job Content

Overall purpose: Contribute towards the implementation of the Council Conclusions on Democracy Support in EU's external relations and the formulation of an overall EU policy on democracy support including in relation to conflict prevention. Mainstreaming democracy in geographic and thematic policies of the EU. Assuring effective follow-up to the recommendations of Electoral Observation Missions

Functions and Duties:

Function: Policy analysis
Duties: Analyse, follow-up and give updates on democratisation related issues. Analyse consequences of EU policies and initiatives in the field of democracy.

Function: Policy Development
Duties: Contribute actively to the follow-up of recommendations of election missions in cooperation with the EEAS Geographic services and the EU Delegations.
Contribute towards the formulation of EU policies concerning democratisation in co-ordination with the EEAS geographical services, Commission DGs, Council Working Groups, the European Parliament.
Liaise with International Organisations (IO) and civil society organisations (CSOs) and Academia. Propose solutions aiming at improving impact of EU democracy assistance in third countries.
Assist with the drafting of the programming documents for democracy related activities within the EIDHR (European Instrument for Democracy and Human Rights) and other EU financial instruments.

Function: Policy co-ordination
Duties: Co-ordinate and liaise with EEAS geographic and thematic divisions, notably human rights and conflict prevention/mediation, Commission services, EU Delegations and CSOs on issues relating to democracy and follow-up to electoral observation.
Participate in relevant meetings within EEAS, Commission services, Council working groups, EP committees and civil society seminars.
Follow the activities of the European Endowment for Democracy and prepare participation of HRVP Representative in board meetings.

Function: Implementation
Duties: Contribute to the preparation and implementation of Follow-up Plans developed following Electoral Observation Missions.
Contribute to the preparation and participate in human rights and democracy dialogues.

Function: Inter-institutional relations
Duties: Organise and maintain relations with EU Institutions in the area of democracy support.
Represent the EEAS at Council Working Groups and at European Parliament's Committee meetings.

Job Requirements

| | |
|---|--|
| <u>Education and Training:</u> | University diploma law, political science, economy, business administration or any other related issue |
| <u>Knowledge and Experience:</u> | Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, 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

| | |
|-------------------------------------|--|
| <u>Linguistic skills:</u> | Thorough knowledge (capacity to write and speak) in English. French and/or Spanish would be an asset. |
| <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. |
| <u>Management skills:</u> | |

Personal Qualities

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