

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

<b><u>Job Title:</u></b>	END/SNE – Counsellor (Economic and Environmental Dimension; Western Balkans; Migration)
<b><u>Job Location:</u></b>	Delegation of the European Union to International Organisations in Vienna
<b><u>Job Number:</u></b>	SYSPER No. 153062
<b><u>Area of activity:</u></b>	OSCE Section
<b><u>Category:</u></b>	AD
<b><u>Duration of secondment:</u></b>	2 years

### **Job Content**

#### **Overall purpose:**

Under the authority of the EU Permanent Representative to the OSCE and the Head of the OSCE Section,

- Contribute to the internal coordination and external representation of the EU on matters related to the economic and environmental aspects of security;
- Cover on behalf of the EEAS and the EC matters related to the second dimension of the OSCE;
- Follow and report on political developments in the Western Balkans;
- Follow and report on developments in the field of migration;
- Act as back-up to other members of the OSCE Section, as necessary.

#### **Functions and Duties:**

- Develop the role of the EU Delegation by ensuring the coordination of EU positions on CFSP issues, including on issues related to the Economic and Environmental Dimension of the OSCE;
- Follow the developments in Western Balkans and the involvement of the OSCE in the Western Balkans;
- Follow the developments in the field of migration at the EU level and within the OSCE
- Develop contacts with the OSCE Secretariat, EU Member-State and third-country delegations in Vienna, and relevant services in Headquarters;
- Contribute to the implementation of EU policy, as appropriate, and to the formulation of EU approaches in the OSCE above, including the EU statements in the policy-making bodies;
- Contribute to advice on coherence of EU external policy activities in the OSCE;
- Assist and replace the Head of Sections as required, in particular with regard to coordination and drafting EU statements on the areas mentioned above; and
- Undertake any other duties that may be required by the EEAS in CFSP related matters.

### **Job Requirements**

**Education and Training:** University diploma law, political science, economy, business administration or any other related issue.

**Knowledge and Experience:** Experience of at least 6 years in the above mentioned areas at institutional level, analysis and reporting; Knowledge of EU institutions, related decisional processes notably on CFSP, EU external action and related EU external policies (geographic and thematic), good working knowledge of EU environment. Extensive knowledge of international security policy and work experience from an multinational organisation is an asset.

## **Skills**

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English is required; good French is recommended.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Intellectual skills:</u>	Excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
<u>Interpersonal skills:</u>	Excellent team player who is willing to help out colleagues under at times stressful circumstances.
<u>Management skills:</u>	n/a

## **Personal Qualities**

Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges. Team player.