

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

**Job Title:** END/SNE - Policy Officer - TURKEY

**Job Location:** Headquarters, EURCA.WEST.3

**Job Number:** 226851

**Area of activity:** Turkey Division

**Category:** AD

**Duration of secondment:** 2 years, renewable up to 4 years

### **Job Content**

#### **Overall purpose:**

Contribute toward the definition, implementation and communication of EU policies concerning political and other relations with Turkey, with particular focus on monitoring, analyzing and reporting on domestic developments in the country and its region, justice, home affairs and migration issues, EU-Turkey Statement and Facility for Refugees in Turkey as well as on Turkey's relations with third partners from the Western Balkans and South-East Europe and regarding Common Foreign and Security Policy issues.

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

Under the supervision of the Head of Division, the Policy Officer will broadly focus on the areas of work:

#### **Policy analysis and definition**

- Analyse, follow up and give updates on the domestic developments in the country and its region, justice, home affairs and migration issues, EU-Turkey Statement and Facility for Refugees in Turkey in Turkey.
- Prepare documents and reports for the HRVP, keep EEAS management and other EU institutions (President of the European Council, President of the European Commission, Commissioners) as well as EU Member States informed about developments.
- Prepare briefings/dossiers and draft speeches, statements, declarations etc. concerning EU-Turkey relations.
- Outreach, coordination and joint analysis, where appropriate, with NATO, UN, OSCE and Council of Europe.
- Elaborate and contribute towards the definition of EU policies concerning political, bilateral and multilateral relations with Turkey, including the CFSP/CSDP aspects and in the context of the enlargement process.
- Closely follow policy developments in Member States as well as third states in relation to Turkey and its region.
- Monitor, evaluate and follow up bilateral and multilateral relations of Turkey, including the CFSP and security aspects of relations.
- Ensure general preparedness to replace colleagues, even at short notice, on the whole range of issues dealt with by the Turkey Division.

#### **Institutional relations**

- Represent, as appropriate, the EEAS at Council Working Parties and European Parliament committee meetings or at other inter-institutional and international meetings concerning Turkey.
- Organise and maintain relations, co-ordination and contacts with the other EU Institutions, notably the European Commission (DG NEAR, HOME, ECHO; other Commission DGs as appropriate).
- Cooperate with Commission services in developing lines to take and briefing material, and in organising meetings, working visits etc. in order to ensure a coordinated policy approach.
- Follow relevant developments in the European Parliament, cooperate with the European Parliament Secretariat and liaise

with MEPs, where appropriate, in relation to Turkey.

- Handle and, as required, draft answers to oral and written questions of MEPs.

#### **Information, communication, publications**

- Cooperate with other EEAS and Commission services (EEAS Strategic Communications Division, DG NEAR Communications Unit) in developing of strategic messaging and ensuring delivery via EU Delegation in Ankara.

#### **Representation and external coordination**

- Maintain contacts with authorities of Turkey as well as with political parties, civil society groups, interest groups and relevant regional organisations.
- Liaise with the Brussels-based representatives relevant for the relations with Turkey.
- Maintain contacts with Member States in view of discussions on policy formulation, negotiating mandates and common positions, including Council Conclusions, in the Council.
- Assist in the preparation of EU/third country political dialogues. Liaise with third countries representatives, notably from the Western Balkans region and South-East Europe.

#### **Coordination with horizontal services**

- Co-ordinate activities of the division with other divisions in the EEAS, notably on migration issues and where relevant with INTCEN, SECPOL, CMPD, CPCC and the Strategic Communication Division.

#### **Inter-service co-ordination**

- Co-ordinate with associated services in other EU institutions and contribute to the Inter-service Group meetings.
- Respond to inter-service consultations and other Commission procedures, notably on the annual country report.

### **Job Requirements**

Education and Training: University diploma in law, political science, international relations, economics or other relevant field.

Knowledge and Experience: Experience of at least 5 years in the abovementioned areas, including analysis and reporting; experience in third countries (embassy, international organization, NGO, etc.); knowledge/experience of EU institutions, related decision-making processes, CFSP-CSDP, JLS, EU external action and related EU external policies (geographical and thematic); knowledge/experience of Turkey and relevant regional integration processes.

### **Skills**

Linguistic skills: Fluent English, including drafting in English, and working-level French are essential. The ability to communicate in Turkish language would be an advantage.

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

Interpersonal skills: Teamwork. Coordination and communication skills.

Intellectual skills: Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

### **Personal Qualities**

Dynamic. Motivated and flexible personality. Capacity to adapt quickly to new situations and deal with new challenges.