

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.MDR.C3 – MDR-C3-END-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	186045	Other EU Policies	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.

JOB PROFILE

JOB FRAMEWORK

Job Title: SNE

Job location: EU Delegation to the UN, New York, USA - Section: Other EU Policies

Job n°: 186045

Area of Activity: Economy, Trade and Development

Situation:

JOB CONTENT

The EU Delegation has been playing an increasing role in the area of sustainable development (SD) in all its components related to macroeconomic, development and environmental issues. This is largely due to a strong EU role as donor and as a key participant in the debates on SD issues, such as in the Millennium Development Goals context, green economy, climate change, technology, among others.

Overall purpose:

Under the direct supervision of the Head of Section and/or Head of Delegation (HoD) monitor and contribute to analysis and reporting in the macroeconomic, development, trade and environmental areas; to assist in co-ordinating the section's activities in the SD area; and to liaise with colleagues from Headquarters, Missions and UN Secretariat.

Functions and Duties:

Under the supervision of the Head of the Section and the HoD, the expert will assist with the following tasks:

- preparing briefings and analysis of UN documents and other relevant materials;
- monitoring and reporting regularly and timely to Head of Section, HoD 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;
- securing common EU positions on issues covered by the Section through the organisation of the work of the EU, including EU coordination meetings and preparation of EU statements;
- preparing EU statements and negotiating positions;
- negotiating resolutions and documents with third countries/other negotiating groups on behalf of the EU;
- establishing and maintaining contacts with colleagues in the EU institutions, including relevant Council bodies;

- establishing and maintaining contacts with representatives of other UN Member States, other observer missions at the UN, the UN Secretariat and other relevant actors in New York;
- 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;
- covering relevant UN meetings and ensuring preparation of reports on such meetings;
- uploading documents in the Agora system;
- providing other support to the work of the Delegation as required.

JOB REQUIREMENTS

EDUCATION AND TRAINING

University degree, in economics or development or environment studies and preferably with a European dimension.

KNOWLEDGE AND EXPERIENCE

Experience of at least 3 years in the economic, development and environmental areas. A significant knowledge of European institutions and policies in the areas of development and environment and UN affairs would be an asset.

SKILLS

Linguistic skills

English proficiency is required. French, and/or Spanish knowledge would be an asset.

Communication skills

IT skills are a clear advantage

Interpersonal skills

Good team spirit.

Intellectual skills

Good drafting, reporting and analytical skills.