



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Draft*)
Job description version505343 in *INTPA.D.2.DEL.UN Geneva.003.94*
Valid fromuntil

Job Holder

Name

Job Profile

Position

NOT APPLICABLE

Job title

Policy Officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of the Head of the Economic Section, contribute to further EU international partnerships in the field of sustainable development, with a focus on digital issues. Follow the work of Geneva-based multilateral organisations and financial institutions. Support the EU Delegation in formulating, coordinating, and presenting EU policy and programmes on digital policy, artificial intelligence, data governance, connectivity, and related matters, ensuring coherence with broader EU digital, trade, and development objectives as well as boosting public-private partnerships. Advance EU priorities through analysis, coordination, negotiation and influencing. Strengthen the Team Europe approach in multilateral fora. Promote UN reform.

The SNE will not have the same duties as the ones carried out in his administration.

The SNE will work under the supervision of the Head of Section. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases having implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ POLICY DEVELOPMENT

- Act as Delegation focal point for Global Gateway / digital issues and provide advice across the UN and other Geneva-based organisations and to Headquarters.
- Engage ITU, UNCTAD, CSTD (Commission on Science and Technology for Development), and other relevant entities on Global Gateway and digital policy matters.
- Support EU Delegations and services to design and implement programmes, initiatives and projects in line with the Global Gateway priorities and the external dimension of EU digital infrastructure and connectivity policies.
- Monitor, analyse and report back on developments regarding Global Gateway digital-related issues to Commission HQ and EEAS.
- Draft briefings, background notes, and analytical reports for Commission HQ on key developments and negotiations.
- Contribute to outreach events and public diplomacy activities to promote Global Gateway and strengthen partnerships.

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- Coordinate with the Commission, the EEAS and Team Europe, and engage the private sector and civil society on digital issues.
- Maintain close relationships with Geneva-based EU Member State representatives and convene and chair regular local coordination meetings.
- Represent the EU Delegation in meetings of relevant UN bodies and international organisations dealing with Global Gateway, digital, AI, and technology matters.
- Influence third countries on major digital processes, including the Global Digital Compact, WSIS+20, Internet Governance Forum, and related initiatives.

Job requirements

Experience"

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 5 years

Qualifier: desirable

• Good knowledge of the EU digital and connectivity policies and programmes, including space-based connectivity. • Experience of working in an international context and with EU Delegations and international organisations. • Experience in policy coordination. • Negotiation experience. • Excellent analytical and drafting skills as well as capacity to present complex and technical policy issues. • Excellent communication skills, allowing for effective engagement of Member States, International Organisations, International Finance Institutions, partner countries, and other stakeholders. • Strong inter-personal skills. • Resilience to stress and availability to cope with peaks of work.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1

Knowledge

- SCIENCE and RESEARCH
 - RESEARCH, DEVELOPMENT and INNOVATION
 - Investment in research
- INNOVATION and CREATIVITY
- CLIMATE, ENVIRONMENT and NATURAL RESOURCES
 - ECOLOGICAL NATURAL RESOURCE EFFICIENCY
 - Sustainable development
- TRADE
 - Trade and development matters
- INFORMATION and COMMUNICATION TECHNOLOGIES
- (APPLIED) COMPUTER SCIENCE
 - IT INFRASTRUCTURE DEVELOPMENT
 - Information systems integration and interoperability
- INTERNATIONAL RELATIONS (generic)
 - EXTERNAL RELATIONS
 - INTERNATIONAL PARTNERSHIPS

Competences

- *Analysing and Problem Solving*
- *Communicating*
 - *Drafting skills*
 - *Negotiation skills*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
- *Prioritising and Organising*
 - *Coordination skills*
 - *Planning capacity*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Ability to work in a team*
 - *Diplomatic skills*
 - *Knowledge sharing*

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

- ☐ Atypical working hours
- ☐ Specialised Job

Missions

- ☐ Frequent, i.e. 2 or more missions / month
- ☐ Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

- ☐ Noisy environment
- ☐ Physical effort / materials handling
- ☐ Work with chemicals / biological materials
- ☐ Radioprotection area
- ☐ Use of personal protective equipment
- ☐ Other

Comments:

Other

Comments: