

COMMISSION

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.BA.HR.3 –SNE-DELEGATIONS@eeas.europa.eu**

**Vacant posts for job profile « Economic & trade issues » (see in annex)
Postes vacants pour le profil « Affaires économiques et commerciales » (annexe)**

	Delegation	N° post SYSPER2	Delegation Section	Comments
1	New York	202186	Other EU Policies	Libre à partir de / vacant as of 01.01.2016
2	New York	202245	Other EU Policies	Libre à partir de / vacant as of 31.03.2016

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.

**Expert National Détaché pour une Délégation de l'Union européenne /
Seconded National Expert for a Delegation of the European Union**

JOB DESCRIPTION

<u>Job Title:</u>	END/SNE – Adviser / Counsellor (Economic and Trade Affairs)
<u>Job Location:</u>	Delegation of the European Union at the United Nations in New York
<u>Job Number:</u>	202186
<u>Area :</u>	Economic and Trade Affairs
<u>Category:</u>	AD
<u>Duration of secondment:</u>	12 months, with possibility of extension up to 24 months

Job Content

Overall purpose:

In the area of Economic and Trade Affairs as well as related issues, contribute to:

- Presentation and coordination of the positions of the European Union (EU) at the United Nations (UN).
- Analysis and reporting.
- Organisation of visits of high-level EU officials.

Functions and Duties:

The Seconded National Expert (SNE) will work under the direct supervision of the Head of the Section and/or the Head of Delegation (HoD) in the area of Economic and Trade Affairs, as well as related issues such financing for development (FFD), groups of countries with particular emphasis on the Least-Developed Country (LDC) category, Intellectual Property Rights (IPR), technology transfer and South-South Cooperation. The SNE's activities will relate to the work of the UN General Assembly and its Second Committee, the ECOSOC and its functional commissions, as well as relevant UN conferences and events.

The SNE will assist with the following tasks:

- Participation in all relevant UN meetings.
- Establish and maintain contacts with colleagues in EU Member States, aligning countries, other UN Member States, observer missions, the UN Secretariat, relevant UN bodies, funds and programmes, as well as other relevant stakeholders in New York.
- Support negotiations on behalf of the EU of UN resolutions and outcome documents.
- Secure common EU positions in the context of internal coordination meetings with EU Member States.
- Prepare EU statements and negotiating positions.

- Prepare briefings on and analysis of UN meetings, events, documents and other relevant materials.
- Monitor and report regularly and in a timely fashion to the Head of Section, the HoD, Headquarters and as appropriate EU Member States.
- Organise the visits of EU Commissioners, colleagues from Headquarters and MEPs, and accompany them on their visits.
- Manage the Agora web-based platform for information-sharing serving the EU Delegation and the EU Member States.
- Support other aspects of the work of the EU Delegation as required.

Job Requirements

Education and Training:

University diploma law, political sciences, economy, trade, business administration or any other related issue.

Knowledge and Experience:

Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; experience in third countries an asset (Embassy, International organization, NGO, etc.); Knowledge of EU institutions, related decisional processes, EU external action and related EU external policies (geographic and thematic), notably trade, development and sustainable development policies; of geographic area in question and relevant regional integration processes

Skills

Linguistic skills:

Thorough knowledge (capacity to write and speak) in English is required. EN and FR are necessary to work with Commission HQ.

Communication skills:

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

Interpersonal skills:

Teamwork. Coordination, communication, negotiation and representational 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. To adapt quickly to new situations and deal with new challenges.

**Expert National Détaché pour une Délégation de l'Union européenne /
Seconded National Expert for a Delegation of the European Union**

JOB DESCRIPTION

Job Title: END/SNE – Adviser / Counsellor
(2030 Agenda for Sustainable Development)

Job Location: Delegation of the European Union at the United Nations in New York

Job Number: 202245

Area : 2030 Agenda for Sustainable Development.

Category: AD

Duration of secondment: 12 months, with possibility of extension up to 24 months

Job Content

Overall purpose:

In relation to the follow-up and implementation of the 2030 Agenda for Sustainable Development, contribute to:

- Presentation and coordination of the positions of the European Union (EU) at the United Nations (UN).
- Analysis and reporting.
- Organisation of visits of high-level EU officials.

Functions and Duties:

The Seconded National Expert (SNE) will work under the direct supervision of the Head of the Section and/or the Head of Delegation (HoD) in relation to the follow-up to and implementation of the 2030 Agenda for Sustainable Development, as well as related sustainable development issues. The SNE's activities will relate to the work of the UN General Assembly and its Second Committee, the ECOSOC and its functional commissions, as well as relevant UN conferences and events.

The SNE will assist with the following tasks:

- Participation in all relevant UN meetings.
- Establish and maintain contacts with colleagues in EU Member States, aligning countries, other UN Member States, observer missions, the UN Secretariat, relevant UN bodies, funds and programmes, as well as other relevant stakeholders in New York.
- Support negotiations on behalf of the EU of UN resolutions and outcome documents.
- Secure common EU positions in the context of internal coordination meetings with EU Member States.
- Prepare EU statements and negotiating positions.

- Prepare briefings on and analysis of UN meetings, events, documents and other relevant materials.
- Monitor and report regularly and in a timely fashion to the Head of Section, the HoD, Headquarters and as appropriate EU Member States.
- Organise the visits of EU Commissioners, colleagues from Headquarters and MEPs, and accompany them on their visits.
- Manage the Agora web-based platform for information-sharing serving the EU Delegation and the EU Member States.
- Support other aspects of the work of the EU Delegation as required.

Job Requirements

Education and Training:

University diploma law, political sciences, economy, trade, business administration or any other related issue.

Knowledge and Experience:

Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; experience in third countries an asset (Embassy, International organization, NGO, etc.); Knowledge of EU institutions, related decisional processes, EU external action and related EU external policies (geographic and thematic), notably trade, development and sustainable development policies; of geographic area in question and relevant regional integration processes

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