

EUROPEAN COMMISSION

Directorate-General for International Cooperation and Development

Resources
Director

Brussels,
EEAS.BA.HR.2 (2018)

Your Excellency,

I am pleased to inform you that we are looking for a national expert (SNE) for secondment to the Delegation of the European Union in New York, within the framework of Commission Decision C(2008) 6866.

I would be obliged if you could forward the enclosed profile to the various relevant Ministries in order to generate adequate applications.

Permanent Representations are kindly requested to send applications by e-mail to Division EEAS.BA.HR.2 "Selection and Recruitment of Staff":

SNE-COM-DELEGATION@eeas.europa.eu

Candidates shall draft their CV in English or French in a PDF or Word version, following the European CV form which can be found at the following internet address:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Only applications received in the above-mentioned format by **2nd May 2018 at noon** will be considered for this call for applications.

Applications will be examined by the services of the home DG responsible for this post which will organise selection interviews during the course of May 2018.

Please note, that the delivery of a security clearance (minimum level EU SECRET/SECRET UE) is a prerequisite for all postings as an SNE to a Delegation of the European Union.

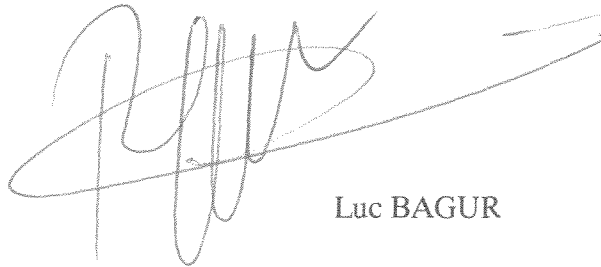
To Permanent Representatives
of the Member States to the European Union

I would like to invite you to draw the attention of the various relevant Ministries and services in respect of the treatment of personal data and inform them that the Commission or its part implements data protection rules according to Council Regulation (EC) n° 45/2001.

Consequently, possible applicants should be informed that their CV will be circulated to Commission services which are involved in the selection and management of their possible secondment as well as within the Delegations concerned.

I take this opportunity to thank you very much for your cooperation.

Yours faithfully,

A handwritten signature in black ink, consisting of a large, stylized 'L' followed by several loops and a long horizontal stroke extending to the right.

Luc BAGUR

Enclosures:

- Commission Decision C(2008) 6866
- Vacancy Notice
- Job description

Copies: Mr L. Véron, Head of Division EEAS.BA.HR.2
 Ms N. Vanhaverbeke-Merckx, Head of Division HR.AMC.4
 Mr J.-H. Ramat, Head of Unit DEVCO.R.5
 Ms S. Wragge, ECHO.D.HRBC
 Mr J. Vale de Almeida, Head of Delegation New York
 Mr F. Neumann, Head of Administration New York

COMMISSION

NOTICE OF VACANCIES

for posts of

co-financed SECONDED NATIONAL EXPERTS

in **EUROPEAN UNION DELEGATIONS** outside the EU

Central contact point for applications by e-mail:
Division EEAS.BA.HR.2 –SNE-COM-DELEGATION@eeas.europa.eu

Vacant posts for job profile « Humanitarian Affairs » (see in annex)
Postes vacants pour le profil « Affaires humanitaires » (annexe)

	Delegation	N° post SYSPER2	Delegation Section	Comments
1	NEW YORK	192715	Humanitarian Affairs	Libre à partir de / vacant as of 31.06.2018

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.

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Adviser / Counsellor (Humanitarian Affairs)
<u>Job Location:</u>	Delegation of the European Union to the UN (New York)
<u>Job Number:</u>	192715
<u>Area of activity:</u>	Humanitarian Affairs
<u>Category:</u>	AD
<u>Duration of secondment:</u>	24 months starting in 3 rd quarter 2018 (if the budget is available, the contract might be extended)

Job Content

<u>Overall purpose:</u>	Under the authority of the Head of Delegation (HoD) and under instruction of the responsible service in Headquarters (DG ECHO) and the Head of Section for Humanitarian Affairs, to assist the Delegation and contribute to: a) the external representation of the European Union vis-à-vis the United Nations Organisation, b) the organisation of the internal coordination of the EU Member States in accordance with Article 34 of the Treaty on European Union.
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<u>Functions and Duties:</u>	<p>Under the authority of the HoD, and as part of the Delegation's humanitarian affairs team coordinated by an EU official and under the coordination of the Head of Section, the national expert assists in the performance of the tasks set out below in the area of Humanitarian Affairs. As required, the national expert will be expected to exercise these tasks with a degree of autonomy.</p> <ul style="list-style-type: none">- Participation in all relevant UN meetings in the above fields and drafting reports on such meetings for the purpose of reporting to Headquarters or sharing information with EU Member States' Missions in New York- Attend operational and donor briefings and report on their contents; express on these occasions EU priorities, concerns and views on the operational activities and policies of the humanitarian organisations.- Present EU positions and EU thematic policies or operational responses in meetings and to EU member States, UN bodies, third countries and civil society in New York- Contribute to preparation of, and participation in, negotiations on behalf of the EU. <p>Establishing and maintaining contacts with representatives of other UN Member States, other observer missions at the UN, the UN Secretariat and other international organisations (ICRC, IFRC) and as well as non-governmental organisations and other relevant actors in New York.</p> <ul style="list-style-type: none">- Organising and reporting on internal EU coordination meetings at expert level in his/her field of expertise.- Assist in the organisation and follow up to visits to New York of EU officials for events related to humanitarian issues.- Analysis and Advice / Monitoring and Reporting: contribute to / assist / prepare reports regularly and timely for HoD or DHoD (including early warnings, specific requests, info flashes and "think pieces") and briefings; contribute to advice on coherence of EU external policy activities in the UN; to the implementation of UN initiatives; contribute to formulation of the EU strategy in relation to the UN, to dialogue and strategy on Humanitarian affairs.- Contribute to the Delegation's reporting, liaising as appropriate with headquarters, etc.
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Job Requirements

<u>Education and Training:</u>	University diploma in a related area (law, political science, international affairs and diplomacy, or related disciplines)
<u>Knowledge and Experience:</u>	Diplomats/civil servants with at least 3 years of relevant experience in the above mentioned areas (see job content) within a diplomatic service at HQ and/or in the EU and/or third countries (Embassy, International organization, etc.). Knowledge of / experience with humanitarian affairs at the national, EU or multilateral level. Knowledge of EU institutions, related decisional processes and of EU external action and related EU external policies in the above mentioned areas. Previous UN experience, including with the multilateral negotiation process in New York, will be an important asset.

Skills

<u>Linguistic skills:</u>	The ability to work in both English and French is required, including the ability to follow discussions and draft clear and concise reports in these languages. Knowledge of other EU languages will be an asset.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Personal skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Ability to work as part of a team. Coordination skills. Teamwork. Coordination and communication skills..

Personal Qualities

Dynamic and motivated. Positive personality, sense of humour. Ability to adapt quickly to new situations and deal with new challenges.