

## **JOB DESCRIPTION**

### **Job profile**

<u>Job Title:</u>	Policy Officer (Multilateral Affairs/Strategic Partners)
<u>Job Location:</u>	Counter Terrorism Division, Brussels
<u>Job Number:</u>	258344
<u>Area of activity:</u>	Political
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 year with possible extension

### **Job content**

As the Policy Officer responsible for cooperation with the United States, Canada, Australia, NATO, the Global Coalition to Defeat ISIS and other relevant multilateral bodies contribute to:

1. Develop and strengthen Counter Terrorism cooperation with the United States, Canada, Australia in coordination with DG HOME and the EU Counter-Terrorism Coordinator, including through the organisation of Counter Terrorism political dialogues and travel to the region where relevant;
2. Develop and strengthen Counter Terrorism cooperation with NATO, the Global Coalition to Defeat ISIS and other relevant multilateral bodies in coordination with DG HOME, DG NEAR, DG DEVCO, ECHO and the EU Counter-Terrorism Coordinator through the organisation of and participation at Counter Terrorism political dialogues and other meetings as relevant;
3. Provide country-specific analysis, and monitor the evolution of the security situation in the relevant countries in close cooperation with the relevant geographic departments, EU Delegations and INTCEN where appropriate;
4. Ensure good coordination with relevant colleagues within the EEAS, the Commission, the EU Counter Terrorism Coordinator and member states;
5. Provide support to the management of the EEAS on Counter Terrorism and Countering Violent Extremism, providing briefings as necessary.

### **Job Requirements**

Education and Training: University diploma in law, political science, economy, business administration or any other related issue.

Knowledge and Experience: Knowledge of EU institutions, related decisional processes, EU external action and related EU external policies. Experience of at least 2 years in the above mentioned areas at institutional level, analysis and reporting.

## **Skills**

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English is required. English and French are necessary to work in HQ and with the Commission.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Teamwork. Coordination and communication skills.
<u>Intellectual skills:</u>	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. Adapting quickly to new situations and deal with new challenges.