

**Seconded National Expert for a Delegation of the European Union
Expert National D tach  pour une D l gation de l'Union europ enne**

Job Description

<u>Job Title:</u>	SNE – Advisor/Counsellor – 5 th Committee
<u>Job Location:</u>	EU Delegation to the United Nations, New York, USA 5 th Committee Section
<u>Job n�:</u>	251432
<u>Area of Activity:</u>	UN Financial & Budgetary Issues (5 th Committee)
<u>Duration:</u>	24 months, with possibility of extension

Job content

Overall purpose:

Under the direct supervision of the Head of Section (HoS) and/or Head of Delegation (HoD) to assist the Delegation in the external representation of, and coordination among, the European Union Member States in the area of UN General Assembly Fifth Committee issues: programme budget and programme planning, peacekeeping budgets and financing of UN peacekeeping, UN management including procurement, ICT, human resources and overall review of the efficiency of the financial functioning of the United Nations including, reform of the United Nations.

Functions and Duties:

Under the supervision of the HoS and HoD, the expert will be responsible for and participate in

- organizing and leading on EU coordination and other meetings at expert level on the above mentioned topics;
- facilitate, coordinate and prepare EU negotiating positions on all items that relate to the management and financing of the UN; draft and deliver EU statements on these items;
- negotiate on behalf of EU Member States during each of the 3 sessions per year of the UN 5th Committee;
- establishing and maintaining contacts with representatives of UN Member States, other observer missions at the UN, the UN Secretariat and other relevant actors in New York;
- covering relevant UN meetings and ensuring preparation of reports on such meetings;
- preparing briefings and analysis of UN documents and other relevant materials;
- monitoring and reporting regularly and in a timely fashion to HoS, HoD and Headquarters supervising (if appropriate) interns' daily activities and overall performance, providing feedback;
- providing other support to the work of the Delegation as required.

Job Requirements

Education and training :

Postgraduate degree in, economics, business, finance or law, social or political science or equivalent professional experience.

Knowledge and experience :

At least 3 years' experience in the public administration of an EU Member State (foreign affairs and or budget/economy/finance).

An experience at the EEAS would be an asset.

Skills

Linguistic skills :

English and French. Spanish knowledge would be an asset.

Communication skills :

- effectively transfer thoughts and express ideas orally or verbally in individual or group situations;
- present oneself clearly and articulately when speaking with an individual or before groups assuring that others fully comprehend the intended message;
- good drafting and reporting skills.

Analytical skills :

Ability to grasp new concepts, approaches and systems in a short timeframe and under time pressure.

Interpersonal skills :

- use appropriate interpersonal styles and methods to guide individuals or groups toward achieving results;
- cooperate and work collaboratively toward solutions that generally benefit all involved parties; work cooperatively with others to accomplish objectives;
- good team spirit.

Judgement :

Weigh alternative courses of action and show to be able to make decisions that reflect factual information and are based on rational and logical assumptions that take EU Member States' resources and interests into consideration.

Problem solving :

Able to identify and define problems through the gathering of relevant information leading to the development of alternative solutions.

Persuasiveness :

Use appropriate interpersonal skills, styles and methods to reach agreement or acceptance of an idea, plan or activity.