

Position Name: BSE- Policy Support Officer	Employment Regime: Seconded	
Ref. Number: GEO BS 03a	Location: Brussels	Availability: 06 Nov 2018
Component/Department/Unit: Head of Mission Office/ Brussels Support Element	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The BSE Policy Support Officer reports to the Head of Mission (HoM), while embedded within the relevant Civilian Planning and Conduct Capability (CPCC) Desk from whom he/she may also take instruction.

2. Main Tasks and Responsibilities:

- To maintain close coordination between the Mission and the CPCC, as well as with other relevant EEAS/Commission services and EU Member States under the overall coordination of the relevant CPCC Desk;
- To closely coordinate with the Mission regarding the Mission's mandate implementation as well as Brussels based developments and to follow closely any relevant developments in the Mission's area;
- To provide analysis on the Mission's mandate implementation;
- To contribute to the reporting and to the drafting of reporting, planning and other documents related to the Mission;
- To support the organisation of CPCC visits to the Mission and Mission's visits to Brussels and capitals;
- To regularly visit the Mission in agreement with the HoM and CPCC;
- To undertake any other related tasks as requested by the Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To work closely with appropriate counterparts in the European External Action Service, the European Commission and its programs, and with the EU Special Representatives' Office in Brussels;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities:

- Analytical and reporting skills;
- Networking skills;
- Knowledge of issues related to CSDP Missions;
- Excellent interpersonal and communication skills;
- Proven skills and experience in the handling, processing and analysis of information from various sources;

- Prioritisation skills;
- Excellent drafting skills in English.

6. Desirable Qualifications and Experience:

- International experience in crisis areas with multinational and/or international organisations in a political advisory capacity.

7. Desirable knowledge, skills and abilities:

- Good knowledge of the region's history, culture and politics;
- Ability to use own initiative when working individually as well as being a member of a team in a multi-national environment;
- Ability to remain flexible, adapt quickly, prioritise, and to work within limited time frames;
- Knowledge of Russian and/or Georgian language(s);
- Knowledge of French language.