

**JOB DESCRIPTION FORM SNE**  
**ISP.2 – job no. 303127**

**I. IDENTIFICATION OF THE JOB**

Type of post:	Seconded National Expert
Job title:	Mediation Support Advisor
Function group and grade bracket:	N/A
Entity:	Integrated Approach for Security and Peace Directorate Conflict prevention and mediation support Division, ISP.2
Specialised post:	Yes
Security clearance:	SECRET EU

**II. TASKS**

Under the authority of the (acting) Head of Division of ISP.2 (Conflict Prevention and Mediation Support) within the Directorate Integrated Approach for Security and Peace, and in cooperation with other Directorates within the European External Action Service (EEAS), the expert will provide advice in mediation and dialogue support and carry out the tasks outlined below:

- Contribute to the further development and implementation of the policy framework for peace mediation;
- Provide technical and operational support to EU officials engaged in peace processes and mediation contexts, including through short- to medium-term missions to conflict-affected countries and regions where the EU is engaged in conflict prevention, mediation or peace processes;
- Carry out training and capacity-building for EU officials and partners in mediation and related topics;
- Assess and propose process design to improve the effectiveness of mediation efforts supported by the EU;
- Assist with the design and implementation of EU-financed dialogue and mediation initiatives led by implementing partners;
- Advise the EEAS senior leadership, EU Delegations, EUSRs, EU Special Envoys and others to enhance their involvement in peace processes and mediations;
- Identify and strengthen concrete EU added value to specific processes, and in particular take a lead on specific geographic areas and act as a focal point for mediation support for those countries within the EEAS;
- Develop and provide thematic expertise in addition to process design;
- Work proactively and constructively within a team of mediation experts covering different regions;
- Ensure knowledge management and lesson learning on EU engagement in peace processes, through production of case studies, lessons learnt reports, internal reporting, briefings, and other types of knowledge products;
- Build and maintain wide professional networks inside the EU institutions as well as with external partners, such as the UN, Regional Organisations, civil society, expert organisations, and academic institutions;
- Draft briefings, background notes, etc. to a high standard for EEAS senior management.

ISP.2 is the focal point for the EEAS – in complementarity with CSDP, geographic and horizontal services – for EU responses along the conflict cycle, including conflict analysis, early warning, conflict prevention and peacebuilding, mediation, security sector reform and the rule of law, crisis management & response and stabilisation.

### III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- University diploma law, political science, economy, business administration or any other related issue.
- At least 3 years of experience in the field of mediation and dialogue support.
- Thematic expertise in mediation, as well as a geographic experience.
- Knowledge of EU institutions or related decision processes, experience in EU Delegations or Member State embassies.

### IV. CONDITIONS/ SKILLS REQUIRED

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English is required. French is useful 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. Capacity to communicate technical or specialised information and to advise senior members of staff and Mediators.
<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.
<u>Personal qualities:</u>	Dynamic and entrepreneurial. Motivated and flexible personality that is able to work proactively and in teams. Must be willing to travel, including to difficult environments.
<u>Management skills:</u>	Important for person to be able to coordinate (ad-hoc) teams (also for projects and missions).

### V. GENERAL CONDITIONS

National experts must be nationals of one of the Member States of the European Union and enjoy full rights as citizens.

The EEAS applies an equal opportunities policy.