

JOB DESCRIPTION FORM cost-free SNE
ISP.2 – job no. 303127

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Policy Officer - Mediation Support
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 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.
- Experience in EU Delegation, Member State embassy or field mission/programme would be an asset.
- Thorough knowledge (capacity to write and speak) in English is required. French is useful to work in HQ and with the European Commission.
- Good computer skills are essential, notably in word processing, spreadsheets, presentations software and email systems. Knowledge of other IT tools would be an asset.

IV. CONDITIONS/ SKILLS REQUIRED

- Have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement.
- Have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.
- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Teamwork, coordination and communication skills.
- Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Dynamic and entrepreneurial. Motivated and flexible personality that is able to work proactively and in teams.
- Must be willing to travel, including difficult environments.
- Important for person to be able to coordinate (ad-hoc) teams (also for projects and missions).
- Maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties.
- National security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

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.