

EUROPEAN EXTERNAL ACTION SERVICE



EU Special Representative for the Great Lakes region

EUSR Great Lakes Head of Cabinet/POLAD - SNE – JOB DESCRIPTION

Job Framework

Job Title: SNE – EUSR Great Lakes Head of Cabinet/POLAD

Job Location: BRUSSELS

Area of activity: International Relations, Diplomacy, CSDP and Development issues

Job Content

Overall purpose:

Support the EUSR in the implementation of his mandate as set by Decision (CFSP) 2025/1452 of 15 July 2025 extending the mandate of the European Union Special Representative for the Great Lakes region and amending Decision (CFSP) 2024/2098.

Essential Requirements

Citizenship - Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Integrity - The candidate must maintain the highest standards of personal integrity, impartiality and self-discipline. Candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to the Special Representative or respective tasks and activities without her express permission. The candidate shall carry out their duties and act in the interests of the Special Representative.

Gender balance - The EU strives for improved gender balance in CSFP/CSDP operations and EUSR Offices in compliance with UNSCR 1325. The EUSR encourages the contributing Member States, the institutions of the Union and the EEAS to take this into account when offering contributions.

Job description

Job Title	Head of Cabinet/Political Advisor (Brussels office, seconded)
Job Description	Under the guidance of the EU Special Representative, the Head of Cabinet will: • Advise and report on all issues related to political, security and economic developments in the Great Lakes region relevant to the implementation of the EUSR's mandate and more in general the CFSP dimension of the EU's Great Lakes Strategy of February 2023. • Contribute to the strategic planning of EUSR activities; • Deputize for the EUSR in his absence in Brussels and as required in EU member states; • As delegated by the EUSR, manage and coordinate the team of political advisors and administrative staff in the their daily work; • Contribute to the EUSR's close cooperation with EEAS, Commission, Council and Member States in both headquarters/capitals and in the field. • Joint responsibility with the EUSR for Administrative and Financial Supervision vis-à-vis the relevant units in Brussels; • Fulfil mandated reporting requirements to the institutions of the Council and the EU Commission. Plan reporting/presence in PSC, COAFR, and other relevant fora; • Assist the EUSR with communications and outreach building a stronger, more comprehensive and more strategic partnership with the countries in the Great Lakes region and cultivate contacts with all other relevant international players and stakeholders, including regional organisations and multilateral agencies. • Advise and report to the EUSR on Political developments and the security and humanitarian situation in the region, and make recommendations for EUSR action, including based on consultations with member states and institutions based in Brussels and the Great Lakes region; • Manage the security of the EUSR team and coordinate with relevant actors in ensuring the safety and security of staff; • Provide advice and report on any other matter pertinent to the mandate as requested by the EUSR;

Qualifications and Experience	• Master's degree in relevant discipline • At least four years of diplomatic experience; previous experience of work in an EU Member State Foreign Ministry and/or Embassy, Delegation of the European Union, or with an EU institution/service will be an advantage. • Good political judgment, ability to think strategically and strong analytical skills; • Experience in managing a team, including experience in budgeting, financial management, and administration; • Experience in working in conflict environments and on conflict resolution. • Ability to work independently in a remote but international multi-disciplinary, multi-cultural and fast-paced environment. • Ability to engage in constructive working relations with the EU Member States, international partners and organisations and stakeholders. • Excellent drafting and verbal skills in English and French; • Willingness to travel frequently, sometimes at short notice; having already completed the Hostile Environment Awareness Training (HEAT) would be an asset.
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