

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – (POL)
<u>Job Location:</u>	HQ / Directorate Security Policy and Conflict Prevention / Sanctions Policy Division
<u>Job Number:</u>	
<u>Area of activity:</u>	Sanctions policies
<u>Category:</u>	AD
<u>Duration of secondment:</u>	1 year, renewable up to 4 years

Job Content

Overall purpose:

The Sanctions Policy Division within the EEAS is in charge of restrictive measures (sanctions) imposed in pursuit of specific foreign and security policy objectives of the EU and its Member States. The Division currently consists of the Head of Division, six policy officers and two assistants. We are responsible for over 30 sanctions regimes, covering the globe, including Iran, Russia/Ukraine, Syria, Libya, DPRK, Belarus and Zimbabwe and regimes addressing international terrorism.

Sanctions policy is high profile and very dynamic and has developed rapidly over the last years. As a member of the sanctions Division, the SNE would contribute to the different areas of work as required as a Policy Officer. He/she contributes to the elaboration, development and implementation of policies and activities in the area of sanctions. The work requires close cooperation with other EEAS services, EU institutions, Member States, third states and international organisations.

Functions and Duties:

The varied work of the SNE would comprise:

- The preparation of policy and legal documents related to sanctions, in close cooperation with geographic services and with other institutions, Member States and international organisations, as appropriate, including inter-institutional decision-making processes.
- The negotiation of sanctions regimes, including legal acts, in relevant Council bodies.
- Developing awareness and capacities and providing policy guidance in the area of sanctions within the EEAS, to other Institutions and to Member States.
- Establishing and maintaining regular contacts and exchanges with other EU institutions, Member States, third countries, public and/or private international organisations and/or with research institutions and the academic community at large in the area of responsibility.
- Assessment of existing sanctions regimes to ensure they are well-targeted and implemented.
- Drafting reports and/or briefings for hierarchy.
- Monitoring of international trends and developments in the area of sanctions including analysis of legal developments and provide the Council Legal Service and other relevant stakeholders with materials to support their interventions in legal challenges relevant to UN and EU sanctions regimes.
- Development of proposals for the improvement of the effectiveness and credibility of the EU's designation policy.
- Enabling an EEAS coordinating role in relation to asset recovery (return misappropriated assets held in Member States to the proper authorities), depending on developments.

Job Requirements

- Education and Training:** University diploma, e.g. law, political science, economy, business administration or any other related issue
- Knowledge and Experience:** The ideal candidate has international experience and political judgment. He/she will be dynamic, well organised and capable of representation in an autonomous way. Knowledge of sanctions policy including its legal dimension and relevant experience would be an asset. Excellent drafting skills in English are expected. Ability to work in French required too. Knowledge of the following countries would also be an asset: Syria, Libya, Russia, Iran.

Skills

- Linguistic skills:** Thorough knowledge (capacity to write and speak) in English. Ability to work in French required too.
- Communication skills:** Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Interpersonal skills:** Teamwork. Coordination and communication skills.
- Intellectual skills:** Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Management skills:** Not applicable.

Personal Qualities

Motivated and flexible personality. Capable of working under time pressure when necessary. Capable of adapting quickly to new situations and deal with new challenges. Ability to work as part of a team essential too.