

# SERVICE EUROPÉEN POUR L'ACTION EXTÉRIEURE



**Cost-free Seconded National Experts**

**Policy/Desk Officers**

**AD level posts**

## **We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

## **We look for:**

The European External Action Service (EEAS) is looking for individuals to fill the following posts at the EEAS HQ (as per list and specific job descriptions in ANNEX 1).

The European External Action Service (EEAS) is seeking dynamic and highly motivated candidates with strong analytical, drafting, and reporting skills to occupy the post of a Policy/Desk officer.

Candidates should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant experience in the proposed areas. Candidates will have to work and communicate under time constraints in an international and multicultural environment in close synergy with Member States and EU institutions.

## **Notwithstanding the enclosed list of posts and job descriptions tasks would generally include the following:**

1. To pursue the EU's policies in all areas, promote and protect the EU's interests and values, and to promote the visibility of the European Union;
2. To provide briefing, reports, speeches, statements, press releases and articles for the HR/VP, high level actors from other EU institutions representing the EU (President of the European Council, President of the European Commission, Commissioners) as well as EEAS management;
3. To liaise with all relevant stakeholders, including with other EEAS divisions, other EU institutions and member states;
4. To monitor, analyse, and report regularly on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests;
5. To participate in Council Working Parties and European Parliament's committee meetings and/or other inter-institutional and international meetings.

### **Legal basis:**

This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

### **Eligibility criteria:**

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union or, where justified in the interests of the service, professional training of an equivalent level;<sup>1</sup>
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

### **Selection criteria:**

Candidates should:

#### **A. Education and training**

- Have a University diploma in law, political science, international relations, economics or other relevant field.

#### **B. Professional knowledge**

- Have a professional experience of at least 3 years in the abovementioned areas, including analysis and reporting; experience in third countries (embassy, international organization, NGO, etc.); knowledge/experience of EU institutions related decision-making processes, CFSP-CSDP, JLS, EU external action and related EU external policies (geographical and thematic).

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<sup>1</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

## **Skills**

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment;
- Have the ability to work in teamwork, to coordinate and to communicate effectively;
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

## **C. Languages**

- A thorough knowledge (capacity to write and speak) in English and a working-level knowledge of French is required.

## **D. Personal Qualities**

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.

## **Equal opportunities**

The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Candidates with disabilities are invited to contact [SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

## **Conditions of secondment**

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

**Duration of the secondment:** 2 years, renewable up to 4 years in total

**Vacancy available from:** Immediately

**Place of secondment:** Brussels, Belgium

**For further information on procedural matters, please contact:**

[SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@eeas.europa.eu)

## ANNEX 1

Division	Job Title	Job ID	Job Description	Head of Division contact point
SG.COORD	Policy Officer - Council Team	Job no. 390679	<ul style="list-style-type: none"> <li>Preparation of and follow up to Council meetings.</li> </ul>	Mr M. Santoro: <a href="mailto:massimo.santoro@eeas.europa.eu">massimo.santoro@eeas.europa.eu</a>
SG.COORD	Policy Officer - Council Team	Job no. 390686	<ul style="list-style-type: none"> <li>Reinforcement for preparation of and follow-up to Coreper meetings;</li> <li>Support to preparation of Council meetings.</li> </ul>	Mr M. Santoro: <a href="mailto:massimo.santoro@eeas.europa.eu">massimo.santoro@eeas.europa.eu</a>
SG.COORD	Policy Officer - Commission Team	Job no. 390688	<ul style="list-style-type: none"> <li>Coordination with Commission services on summit documents and Council conclusions;</li> <li>Follow-up of inter-service groups and provide support on declarations and statements;</li> <li>Maintain relations with EUDELs, including mission letters and list of local representations.</li> </ul>	Mr M. Santoro: <a href="mailto:massimo.santoro@eeas.europa.eu">massimo.santoro@eeas.europa.eu</a>
SG.AFFGEN.1	Policy Officer	Job no. 390581	<ul style="list-style-type: none"> <li>Provide advice on all legal and institutional questions in the domain of CFSP and EU external relations, as well as on public international law;</li> <li>Provide advice on all legal questions in relation to CSDP missions and operations (including administrative, data protection and staff matters);</li> <li>Review draft HR recommendations and proposals for legal acts to be submitted to the Council;</li> <li>Assist in the negotiation of international agreements;</li> <li>Participate in judicial proceedings on institutional, external relations and CFSP/CSDP matters;</li> <li>Participate in relevant Council Working Parties (in particular RELEX, COJUR) and international meetings of legal advisers (CAHDI, UNGA 6<sup>th</sup> Committee).</li> </ul>	Mr S. Marquardt: <a href="mailto:stephan.marquardt@eeas.europa.eu">stephan.marquardt@eeas.europa.eu</a>

SG.AFFGEN.2	Policy Officer	Job no. 390582	<ul style="list-style-type: none"> <li>• Provide advice on administrative law (contractual, financial and procurement issues);</li> <li>• Provide advice on EEAS staff matters (including rights and obligations, administrative enquiries and disciplinary matters);</li> <li>• Review draft internal administrative rules (in particular implementing rules under the EU Staff Regulations/CEOS);</li> <li>• Review draft replies to administrative requests and complaints, as well as other individual decisions where necessary;</li> <li>• Review draft confirmatory replies to access to documents requests, and draft replies to Ombudsman requests;</li> <li>• Participate in judicial proceedings in administrative and staff matters.</li> </ul>	Mr K. Kouri: <a href="mailto:karim.kouri@eeas.europa.eu">karim.kouri@eeas.europa.eu</a>
SG.AFFGEN.DPO	Policy Officer – Data Protection	Job no. 390583	<ul style="list-style-type: none"> <li>• Advise data controllers in ensuring compliance with the applicable data protection legislation, with emphasis on respecting the rights of individuals whose data is processed and including preparation of guidance documents;</li> <li>• Document personal data processing activities and inform data subjects, including data protection impact assessments;</li> <li>• Monitor compliance of personal data processing activities of the EEAS;</li> <li>• Handle data subject requests and follow up of personal data breaches;</li> <li>• Promote data protection awareness through training and other initiatives.</li> </ul>	Ms E. Savoia-Keleti: <a href="mailto:emesse.savoia-keleti@eeas.europa.eu">emesse.savoia-keleti@eeas.europa.eu</a>

SG.STRAT.3	Policy Officer - (Asia and Latin America )	Job no. 390584	<ul style="list-style-type: none"> <li>• Develop strategic foresight analysis on major trends and geopolitical dynamics and competition in Asia/ Indo-Pacific and Latin America, as well as the implications for EU strategic interests and policies and provide written analytical contributions on these;</li> <li>• Support policy planning and formulation by providing policy options and recommendations based on scenarios and testing assumptions;</li> <li>• Contribute to and organise outreach activities with think tanks, 1.5 track dialogues and Policy planners' dialogues with third countries with the view to collect outside perceptions and view and as a tool of public diplomacy.</li> </ul>	Mr H. Delphin: <a href="mailto:herve.delphin@eeas.europa.eu">herve.delphin@eeas.europa.eu</a>
SG.STRAT.3	Policy Officer (Democracy/autocracy dynamics as well as Strategic security and defence issues)	Job no. 390586	<ul style="list-style-type: none"> <li>• Monitor global strategic trends with respect to international security including new threats and transnational security challenges, as well as competition of political systems (Democracy/autocracy dynamics) and their impact at multilateral and regional levels and on the EU global agenda and security interests;</li> <li>• Produce Policy analysis notes and specific written outputs related to the area of competence;</li> <li>• Contribute to and organise outreach activities and cooperation with think tanks, 1.5 track dialogues and Policy planners' dialogues.</li> </ul>	Mr H. Delphin: <a href="mailto:herve.delphin@eeas.europa.eu">herve.delphin@eeas.europa.eu</a>

RM.BS.3	Policy Officer	Job no. 390690	<ul style="list-style-type: none"> <li>• Assist the service owner in the definition and implementation of communication, telephony and video-conferencing (VC) projects, as well as define the service level agreements (SLAs) related to the new services;</li> <li>• Contribute to the development of technical documentation;</li> <li>• Contribute to the development of end-users documentation;</li> <li>• Maintain and upgrade of Communication, Telephony and VC tools and equipment in use at the EEAS;</li> <li>• Management VC and other equipment in VC Rooms;</li> <li>• Supervise external contractors assigned to the supported services.</li> </ul>	Mr H. Brand: <a href="mailto:herman.brand@eeas.europa.eu">herman.brand@eeas.europa.eu</a>
RM.SECRE.5	Policy Officer	Job no. 390691	<ul style="list-style-type: none"> <li>• Contribute to the development and implementation of policies and procedures in the domain of Health and Safety (H&amp;S), both for HQ and Delegations;</li> <li>• Contribute to ensuring the EEAS full compliance with norms, regulations and good practices in the field of H&amp;S, as well as advise the management on these issues;</li> <li>• Manage contracts, including the preparation of technical specifications of any tender in this field;</li> <li>• Coordinate HQ safety-related actions with the Commission's Office for Infrastructures in Brussels (OIB), as per existing service level agreement with the EEAS;</li> <li>• Contribute establishing and implementing a global safety plan for EEAS;</li> <li>• Contribute establishing a coherent and comprehensive safety coordination system for delegations.</li> </ul>	Mr F. Fini: <a href="mailto:francesco.fini@eeas.europa.eu">francesco.fini@eeas.europa.eu</a>

RM.SECRE.5	Policy Officer	Job no. 390694	<ul style="list-style-type: none"> <li>• Development and implementation of policies and procedures in the domain of Environment Protection, both for HQ and Delegations;</li> <li>• Ensure the EEAS full compliance with norms, regulations and good practices in this field and will advise the management on environmental issues;</li> <li>• Manage contracts, including the preparation of technical specifications of any tender in this field;</li> <li>• Contribute establishing and implementing the Eco-Management and Audit Scheme (EMAS) in the EEAS;</li> <li>• Coordinate environment and energy-related actions with the Commission's Office for Infrastructures in Brussels (OIB);</li> <li>• Assist organizing greening actions;</li> <li>• Ensure implementation of energy efficiency plans in HQ and plans in delegations <i>for</i> establishing a coherent and comprehensive environmental coordination system.</li> </ul>	Mr F. Fini: <a href="mailto:francesco.fini@eeas.europa.eu">francesco.fini@eeas.europa.eu</a>
RM.HR.1	Human Resources Policy Officer	Job no. 390587	<ul style="list-style-type: none"> <li>• Coordinate the work on geopolitical delegations (strategic development of EUDEL network, cooperation with MS Embassies, WLAD follow-up) and other HR policies including HR strategy, demography, and agility.</li> </ul>	Mr O. Benedikt: <a href="mailto:oskar.benedikt@eeas.europa.eu">oskar.benedikt@eeas.europa.eu</a>



RM.HR.3	Medical Adviser / Doctor	Job no. 390696	<ul style="list-style-type: none"> <li>• Promote occupational health, including visiting workstations, checking ergonomics, safety of workstations, analysing of risks and study of working conditions);</li> <li>• Carry out pre-deployment medical examinations, annual check-ups, medical consultations and preventive medicine;</li> <li>• Contribute to medical emergencies, including tasks related to the ongoing COVID 19 emergency;</li> <li>• Provide medical advice regarding sick leaves and return to work;</li> <li>• Take part in invalidity committees;</li> <li>• Provide medical and administrative opinions;</li> <li>• Take part in short missions in case of emergencies or health assessment needs.</li> </ul>	Mr F. Caleprico: <a href="mailto:francesco.caleprico@eeas.europa.eu">francesco.caleprico@eeas.europa.eu</a>
RM.HR.4	Policy Officer	Job no. 390695	<ul style="list-style-type: none"> <li>• Manage the pilot project towards the establishment of a European Diplomatic Academy (EDA), including management of the contracts, control and result evaluation;</li> <li>• Act as contact person for the contractors implementing the feasibility study and the pilot academic programme;</li> <li>• Prepare and attend meetings of the relevant steering committees;</li> <li>• Review and assess the reports and requests of payment submitted by the contractors;</li> <li>• Draw up reports and briefs on the project and the overall work towards the establishment of an EDA for the HR/VP and EEAS senior management;</li> <li>• Act as a contact person with Member States, the European Commission and the European Parliament on the pilot project, as well as the overall work towards the establishment of a European Diplomatic Academy.</li> </ul>	Ms U. Hauer: <a href="mailto:ulrike.hauer@eeas.europa.eu">ulrike.hauer@eeas.europa.eu</a>

ECO.FIIC	Policy Officer	Job no. 390588	<ul style="list-style-type: none"> <li>• Manage programming and implementation regarding private sector development, jobs and growth;</li> <li>• Working closely with geographic divisions and Commission services to strengthen the EEAS engagement in the fields of business and investment climate, decent jobs, responsible value chains, regional economic integration, debt sustainability, domestic and international private investment, and the initiative “Development in Transition”, launched by the Portuguese Presidency in 2021;</li> <li>• Act as dedicated focal point for civil society organisations and support related structural dialogue and information sharing in close cooperation with the Commission.</li> </ul>	Mr M. Cervone: <a href="mailto:michele.cervone@eeas.europa.eu">michele.cervone@eeas.europa.eu</a>
GLOBAL.GI.2	Policy Officer	Job no. 390589	<ul style="list-style-type: none"> <li>• Coordinate input to the Global Gateway Inter-Service Group from EU Delegations and facilitate their follow-up with the private sector;</li> <li>• Connect with associations of European businesses and European private financial institutions;</li> <li>• Advise EEAS management / HRVP Cabinet on operationalising links between the EEAS and possible investors in priority countries;</li> <li>• Advise on ways to strengthen the competence of EEAS staff in Delegations in understanding the role of the Delegation in supporting the EU private sector.</li> </ul>	Mr D. Ringrose: <a href="mailto:david.ringrose@eeas.europa.eu">david.ringrose@eeas.europa.eu</a>

GLOBAL.GI.2	Policy Officer	Job no. 390591	<ul style="list-style-type: none"> <li>• Contribute towards the definition, elaboration and implementation of EU external relations policies in the field of digital technologies;</li> <li>• Follow-up on country specific issues for the Indo-Pacific (Digital Partnerships with Japan, Singapore &amp; Korea, issues related to India, China, ASEAN);</li> <li>• Coordinate the implementation of digital policies with the relevant EEAS geographical departments, EU Delegations and the Commission;</li> <li>• Maintain regular contacts with Member States and other partners with regard to the relevant countries &amp; regions.</li> </ul>	Mr D. Ringrose: <a href="mailto:david.ringrose@eeas.europa.eu">david.ringrose@eeas.europa.eu</a>
GLOBAL.GI.3	Policy Officer	Job no. 390593	<ul style="list-style-type: none"> <li>• Provide analysis and political advice on energy - and as appropriate on climate change- with regard to the formulation and implementation of the external dimension of EU energy policies, notably the energy transition;</li> <li>• Contribute to diplomatic outreach with third countries and international organisations;</li> <li>• Work towards strengthening further coordination within the EU and its institutions as well as with third country partners, multilateral organisations and other stakeholders, including industry and civil society;</li> <li>• Liaise with other EEAS departments and Commission services to ensure that necessary consideration is given to energy and energy transition.</li> </ul>	Ms A. Strzaska: <a href="mailto:anna.strzaska@eeas.europa.eu">anna.strzaska@eeas.europa.eu</a>

GLOBAL.GI.4	Policy Officer	Job no. 390597	<ul style="list-style-type: none"> <li>• Contribute towards the further development and implementation of all aspects of the external dimension of the EU migration policy in line with the New Pact on Migration and Asylum;</li> <li>• Contribute to the elaboration of bilateral and regional strategies on migration and conduct of inter-regional dialogues, in cooperation with the countries of origin and in coordination with Member States;</li> <li>• Follow the implementation of the external dimension of the new Pact on Migration and relevant linked aspects of the Common European Asylum System, in particular Action Plans for priority countries.</li> </ul>	Ms C. Grau: <a href="mailto:christine.grau@eeas.europa.eu">christine.grau@eeas.europa.eu</a>
GLOBAL.VMR.2	Policy Officer	Job no. 390599	<ul style="list-style-type: none"> <li>• Contribute towards the implementation of the 2019 Council Conclusions on Democracy in EU's external relations and the 2020 Human Rights and Democracy Action Plan;</li> <li>• Ensure coherence between external and internal policies (e.g. European Democracy Action Plan, Digital Services Act, Media Freedom Act...) in this area;</li> <li>• Follow-up on the US Summit for Democracy. Contribute to assuring the follow-up of Election Observation Mission recommendations to contribute to these goals;</li> <li>• Contribute towards the formulation of EU policies concerning democratisation -notably the aspects of democracy in the digital age- and election, including in relation to conflict prevention and mediation, in co-ordination with the EEAS geographical services, Commission DGs, Council Working Groups, and the European Parliament.</li> </ul>	Mr P. Costello: <a href="mailto:patrick.costello@eeas.europa.eu">patrick.costello@eeas.europa.eu</a>

MD AFRICA	Policy Officer	Job no. 390600	<ul style="list-style-type: none"> <li>• Act as focal point and coordinator for the MD in the fields of security and defence;</li> <li>• Establish and develop relations with services responsible for CSDP issues, as well as with the EUMS and INTCEN.</li> </ul>	Mr L. Defaye: <a href="mailto:loic.defaye@eeas.europa.eu">loic.defaye@eeas.europa.eu</a>
MD AFRICA	Policy Officer	Job no. 390602	<ul style="list-style-type: none"> <li>• Coordinate work around development issues;</li> <li>• Act as focal point and coordinator of the work of the MD related to NDICI (Annual Action Plans, Strategic Steering Committees, mid-term review, etc.).</li> </ul>	Mr L. Defaye: <a href="mailto:loic.defaye@eeas.europa.eu">loic.defaye@eeas.europa.eu</a>
AFRICA.3	Policy Officer	Job no. 390610	<ul style="list-style-type: none"> <li>• Work on West Africa's regional questions (Sahel / Arc de Stabilité);</li> <li>• Contribute to overall work on Sahel and implementation of the new "arc de stabilité".</li> </ul>	Mr R. Young: <a href="mailto:richard.young@eeas.europa.eu">richard.young@eeas.europa.eu</a>
AFRICA.5	Desk Officer - Somalia and South Sudan	Job no. 390612	<ul style="list-style-type: none"> <li>• Contribute to the overall work on Somalia;</li> <li>• Manage work on South Sudan;</li> <li>• Contribute to the work of the EU on post-AMISOM security architecture and follow-up of the new UN resolution on piracy.</li> </ul>	Mr J.M. Pisani: <a href="mailto:jean-marc.pisani@eeas.europa.eu">jean-marc.pisani@eeas.europa.eu</a>
MD.AFRICA	Policy Officer	Job no. 390605	<ul style="list-style-type: none"> <li>• Support to the work of the Coordinator on maritime security, with a particular focus on the Gulf of Guinea.</li> </ul>	Mr L. Defaye: <a href="mailto:loic.defaye@eeas.europa.eu">loic.defaye@eeas.europa.eu</a>
AMERICAS.2	Desk Officer - Cuba/Caribbean	Job no. 390697	<ul style="list-style-type: none"> <li>• Contribute to the formulation and implementation of EU policy towards Cuba and the wider Caribbean region, safeguarding EU values and interests in collaboration with the relevant Desk Officer;</li> <li>• Contribute to the work of establishing joint positions with Cuba on regional or global issues of mutual interest.</li> </ul>	Mr J. Hatwell: <a href="mailto:jonathan.hatwell@eeas.europa.eu">jonathan.hatwell@eeas.europa.eu</a>

AMERICAS.3	Desk Officer - Venezuela	Job no. 390614	<ul style="list-style-type: none"> <li>• Monitor, analyse and provide assessments on the political, social, economic and humanitarian situation in Venezuela;</li> <li>• Organise meetings, prepare briefings, participate in and report on the numerous meetings;</li> <li>• Liaise continuously with the Delegation and with other services in the EEAS and Commission as well as with EU member states.</li> </ul>	Ms V. Lorenzo: <a href="mailto:veronique.lorenzo@eeas.europa.eu">veronique.lorenzo@eeas.europa.eu</a>
AMERICAS.4	Desk Officer - USA and Canada	Job no. 390615	<ul style="list-style-type: none"> <li>• Follow internal and foreign political and policy developments in the US and Canada;</li> <li>• Provide analysis and recommendations for EU policy and their implications on transatlantic relations;</li> <li>• Monitor policy developments in the area of connectivity (incl. on transport, infrastructure, space and science tech, research &amp; education) in coordination with other services.</li> </ul>	Ms R. Bajada: <a href="mailto:ruth.bajada@eeas.europa.eu">ruth.bajada@eeas.europa.eu</a>
AMERICAS.4	Desk Officer - US	Job no. 390616	<ul style="list-style-type: none"> <li>• Follow internal and foreign political and policy developments;</li> <li>• Provide analysis and recommendations for EU policy and their implications on transatlantic relations;</li> <li>• Monitor the democracy and human rights situation in the US, including on electoral processes in coordination with other services;</li> <li>• Follow the multilateral file, with a focus on the UN system, strengthening multilateral transatlantic engagement.</li> </ul>	Ms R. Bajada: <a href="mailto:ruth.bajada@eeas.europa.eu">ruth.bajada@eeas.europa.eu</a>

POL.1	Policy Officer	Job no. 390702	<ul style="list-style-type: none"> <li>• Develop and manage sanctions regimes designations, in close cooperation with EEAS geographic services, Council and Commission;</li> <li>• Support the negotiation of sanctions regimes including through research and the preparation of policy papers and legal acts;</li> </ul>	Ms S. De Waele: <a href="mailto:sandra.de-waele@eeas.europa.eu">sandra.de-waele@eeas.europa.eu</a>
POL.1	Policy Officer	Job no. 390706	<ul style="list-style-type: none"> <li>• Prepare/coordinate/review/support listing proposals for individual designations;</li> <li>• Provide policy guidance in the area of sanctions within the EEAS, to other Institutions and to Member States;</li> <li>• Monitor international trends and developments in the area of sanctions and maintain contacts with third countries.</li> </ul>	
POL.2	Policy Officer	Job no. 390617	<ul style="list-style-type: none"> <li>• Contribute to the economic aspects in the EU-Iran bilateral cooperation and to the economic dimension of the JCPOA implementation, including a possible JCPOA deal in Vienna.</li> </ul>	Mr B. Scholl: <a href="mailto:bruno.scholl@eeas.europa.eu">bruno.scholl@eeas.europa.eu</a>
POL.DPD	Policy officer	Job no. 390618	<ul style="list-style-type: none"> <li>• Assist and advise the Deputy Political Director (DPD) in the management of the bilateral relations with third parties within and outside the EEAS;</li> <li>• Ensure that objectives agreed are achieved and expected outputs delivered on time, in close coordination with the Political Assistant to the PSC Chair.</li> </ul>	Ms S. Kyrolainen: <a href="mailto:saana.kyrolainen@eeas.europa.eu">saana.kyrolainen@eeas.europa.eu</a>
EUROPE.DMD	Policy officer	Job no. 390619	<ul style="list-style-type: none"> <li>• Analyse and define policy on developments regarding the Cyprus issue with focus on Turkish role, regional and other external aspects;</li> <li>• Analyse, follow up, give updates, and prepare policy documents and reports.</li> </ul>	Mr S. Keletzis: <a href="mailto:Symeon.KELETZIS@eeas.europa.eu">Symeon.KELETZIS@eeas.europa.eu</a>

EUROPE.2	Policy officer	Job no. 390620	<ul style="list-style-type: none"> <li>• Work on Bosnia-Herzegovina portfolio;</li> <li>• Support for reconciliation and transitional justice including on war crimes, inter-religious dialogue and cultural issues;</li> <li>• Geographical coordination on justice and home affairs issues as regards the Western Balkans.</li> </ul>	Ms E. Fenet: <a href="mailto:elsa.fenet@eeas.europa.eu">elsa.fenet@eeas.europa.eu</a>
EUROPE.2	Policy officer	Job no. 390622	<ul style="list-style-type: none"> <li>• Work on regional economic cooperation, incl. RCM, RCC, SEECP, CEFTA, SEE Energy/Transport Communities;</li> <li>• Participate in the Berlin Process, incl. Connectivity;</li> <li>• Contribute to European Economic Diplomacy;</li> <li>• Focus on the Green Agenda and the Global Gateway;</li> <li>• Work on specific country portfolio as required (poss. desk Kosovo).</li> </ul>	Ms E. Fenet: <a href="mailto:elsa.fenet@eeas.europa.eu">elsa.fenet@eeas.europa.eu</a>
EUROPE.3	Policy Officer	Job no. 390623	<ul style="list-style-type: none"> <li>• Analyse and monitor of policy developments in the Eastern Mediterranean (with focus on Turkish role);</li> <li>• Analyse, follow up, give updates, and prepare policy documents and reports;</li> <li>• Cooperate with Commission services in order to ensure a coordinated policy approach;</li> <li>• Follow policy developments in member states as well as third states in relation to Eastern Mediterranean / Turkey.</li> </ul>	Mr T. Frellesen: <a href="mailto:thomas.frellesen@eeas.europa.eu">thomas.frellesen@eeas.europa.eu</a>



EURCA.2	Desk Officer - Belarus	Job no. 390625	<ul style="list-style-type: none"> <li>• Contribute to develop and implement EU policies towards Belarus;</li> <li>• Analyse Belarus' political and legal framework, identify democratic gaps and reform needs;</li> <li>• Program the EU's support related to constitutional reform, electoral reform, and reforms in the domains of justice and security;</li> <li>• Contribute to the analysis of the political, economic and social situation in Belarus, the management of EU-Belarus relations, and the preparation of policy papers, briefings, and communication material;</li> <li>• Manage relations with EU Member States, international partners and relevant Belarusian stakeholders;</li> <li>• Participate in Council and European Parliament's meetings.</li> </ul>	Mr R. Tibbels: <a href="mailto:richard.tibbels@eeas.europa.eu">richard.tibbels@eeas.europa.eu</a>
EURCA.2	Desk Officer - Armenia-Azerbaijan	Job no. 390626	<ul style="list-style-type: none"> <li>• Contribute to develop and implement the EU policies towards Armenia and Azerbaijan;</li> <li>• Analyse the factors, dynamics and impact of the Armenia-Azerbaijan conflict, identify possible confidence-building measures and develop EU actions to contribute to peace building;</li> <li>• Contribute to the analysis of the political, economic and social situation in Armenia and in Azerbaijan, the management of EU-Armenia and EU Azerbaijan relations;</li> <li>• Manage relations with EU Member States, international partners and relevant stakeholders from the South Caucasus region;</li> <li>• Participate in meetings in Council Working Groups and in the European Parliament.</li> </ul>	Mr R. Tibbels: <a href="mailto:richard.tibbels@eeas.europa.eu">richard.tibbels@eeas.europa.eu</a>

EURCA 1	Desk Officer - Eastern Partnership	Job no. 390629	<ul style="list-style-type: none"> <li>• Coordinate one of the Eastern Partnership (EaP) priority areas;</li> <li>• Prepare and coordinate meetings under new EaP architecture;</li> <li>• Prepare briefings and policy papers;</li> <li>• Secure presence at relevant internal and external meetings.</li> </ul>	Ms P. Gombalova: <a href="mailto:petra.gombalova@eeas.europa.eu">petra.gombalova@eeas.europa.eu</a>
EURCA.4	Desk Officer - Tajikistan/Kyrgyzstan	Job no. 390632	<ul style="list-style-type: none"> <li>• Contribute to the development of EU policies towards Tajikistan and Kyrgyzstan;</li> <li>• Contribute to and negotiate the adoption of policies by the Council of negotiating directives for an Enhanced Partnership and Cooperation Agreement (EPCA) with Tajikistan;</li> <li>• Monitor the repercussions for Tajikistan of developments in Afghanistan;</li> <li>• Develop a coherent EU approach to the water, energy and security nexus;</li> <li>• Contribute to the entry into force and implementation of the provisions of the Enhanced Partnership and Cooperation Agreement (EPCA) concluded with the Kyrgyz Republic;</li> <li>• Monitor progress in compliance with the rule of law, human rights and democratic principles;</li> <li>• Prepare regular Cooperation Committee and Council meetings as well as regular sub-committee meetings (trade, development) and Human Rights Dialogues.</li> </ul>	Mr D. Krissler: <a href="mailto:dietmar.krissler@eeas.europa.eu">dietmar.krissler@eeas.europa.eu</a>

ASIAPAC.1	Desk Officer - Indo-Pacific	Job no. 390633	<ul style="list-style-type: none"> <li>• Contribute to the implementation of the EU Strategy for Cooperation in the Indo-Pacific, in close cooperation with the Commission;</li> <li>• Draft/coordinate briefings, letters, replies to Parliamentary questions, key messages, etc. on Indo-Pacific issues;</li> <li>• Maintain regular interaction with EU Delegations, EU Member States, third-countries and think tanks on Indo-Pacific issues;</li> <li>• Assist the ASEM alternate Chair with ASEM coordination.</li> </ul>	Ms R. Teerink: <a href="mailto:rensje.teerink@eeas.europa.eu">rensje.teerink@eeas.europa.eu</a>
ASIAPAC.3	Desk Officer - South-East Asia	Job no. 390634	<ul style="list-style-type: none"> <li>• Contribute toward the definition, coordination, promotion and implementation of EU policies concerning the political, economic, diplomatic and other relations with ASEAN and ASEAN member states;</li> <li>• Analyse, follow up and give updates on the political, economic, social and security situation in the South East Asia region;</li> <li>• Liaise and build alliances with third country authorities, regional organisations and their representatives in Brussels, and liaise with MS' representatives in relation to political issues;</li> <li>• Follow-up on briefing requests/dossiers concerning EU relations with the South East Asia region;</li> <li>• Assist in the representation of the EU in ministerial and high level meetings with ASEAN and ASEAN member states by providing briefings for the HRVP/Commissioner/senior officials.</li> </ul>	Ms B. Plinkert: <a href="mailto:barbara.plinkert@eeas.europa.eu">barbara.plinkert@eeas.europa.eu</a>

ASIAPAC.2	Desk Officer - Afghanistan	Job no. 390635	<ul style="list-style-type: none"> <li>• Contribute to the analysis of socio-economic developments within Afghanistan and in its region with a focus on connectivity aspects;</li> <li>• Focus on policy issues linked to the national, regional and international efforts to create a stable and secure Afghanistan;</li> <li>• Follow actively and promote efforts in support of the implementation of the 5 benchmarks identified in the Council Conclusions on Afghanistan in September 2021;</li> <li>• Promote efforts to manage the spill-over effects of the Afghan crisis to its region and towards Europe, including through outreach to key actors;</li> <li>• Contribute to the definition and implementation of EU policies, tasks and the development of the EU's relations with the new authorities in the country.</li> </ul>	Ms D. Derya: <a href="mailto:Deren.DERYA@eeas.europa.eu">Deren.DERYA@eeas.europa.eu</a>
ASIAPAC.4	Desk Officer - China	Job no. 390649	<ul style="list-style-type: none"> <li>• Follow the political developments in China and China's foreign policy and provide analysis and advice in relation to bilateral relations;</li> <li>• Support the overall sound management of EU-China bilateral relations, including by contributing to high-level meetings;</li> <li>• Follow one or more regional/geographical files relating to China, provide geopolitical and geo-economic analysis and thus contribute to formulation of EU policy.</li> </ul>	Mr D. Porter: <a href="mailto:dominic.porter@eeas.europa.eu">dominic.porter@eeas.europa.eu</a>

MENA.1	Desk Officer MENA	Job no. 390650	<ul style="list-style-type: none"> <li>• Contribute to the definition and implementation of EU thematic policies towards the countries members of the Southern Neighbourhood, LAS and GCC and member states of the Union for the Mediterranean (UfM) within the Division's remit, in co-ordination with Member States, Commission services, other EEAS Divisions and other partners;</li> <li>• Monitor thematic developments in and relevant for partner countries of the regional organisations such as Southern Neighbourhood, LAS, GCC and the UfM; as well as in the EU insofar as they impact on the relationship with the countries;</li> <li>• Contribute to the development of the thematic policies of the EEAS and Commission services (in particular green deal, connectivity, socio-economic transition etc.) in view of helping informal dialogues and cooperation with partner countries in these fields.</li> </ul>	Ms B. Loeser: <a href="mailto:birgit.loeser@eeas.europa.eu">birgit.loeser@eeas.europa.eu</a>
MENA.4	Desk officer - Gulf Countries	Job no. 390651	<ul style="list-style-type: none"> <li>• Contribute to the development of EU relations with the GCC countries (Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, and the United Arab Emirates) in close consultations with EU Member States and Commission services;</li> <li>• Contribute to the implementation of the Joint Communication 'EU Partnership with the Gulf' as well as relevant NDICI (both geographic and thematic) programmes as regards the GCC countries.</li> </ul>	Ms Z. Sutiakova: <a href="mailto:zuzana.sutiakova@eeas.europa.eu">zuzana.sutiakova@eeas.europa.eu</a>
CPCC.1	Policy officer	Job no. 390652	<ul style="list-style-type: none"> <li>• Work on files related to the Central African Republic;</li> <li>• Act as point of contact (desk) for the CSDP EU Advisory Mission in CAR.</li> </ul>	Mr K. Aaltomaa: <a href="mailto:kauko.aaltomaa@eeas.europa.eu">kauko.aaltomaa@eeas.europa.eu</a>

CPCC.2	Policy Officer	Job no. 390715	<ul style="list-style-type: none"> <li>• Contribute to advance planning as well as to all steps in operational planning for civilian CSDP missions in the team of operational planners;</li> <li>• Work on the implementation of the provisions of the Strategic Compass and Civilian Compact coordinating the relevant horizontal issues pertaining to CPCC competence.</li> </ul>	Ms M. Matei: <a href="mailto:mihaela.matei@eeas.europa.eu">mihaela.matei@eeas.europa.eu</a>
CPCC.4	Policy Officer	Job no. 390716	<ul style="list-style-type: none"> <li>• Support the Division in cyber-security policy drafting, implementation and follow-up in CSDP Missions;</li> <li>• Provide expert advice to hierarchy on topics related to cyber-security and network security;</li> <li>• Support CSDP Missions for any activity related with cyber security, in particular for cyber security incidents management and vulnerabilities mitigation.</li> </ul>	Ms E. Hernandez Aragones <a href="mailto:esmeralda.hernandez-aragones@eeas.europa.eu">esmeralda.hernandez-aragones@eeas.europa.eu</a>
ISP.1	Policy officer	Job no. 390653	<ul style="list-style-type: none"> <li>• Work on development, coordination and implementation of policy activities in the field of knowledge management and on the definition of strategic objectives related to this;</li> <li>• Promote organisation-wide knowledge sharing within the area of EU Crisis Response and stabilisation, liaison with EEAS structures/Commission/Member States/others;</li> <li>• Provide strategic level advice on CSDP training policy and networking with key stakeholders;</li> <li>• Monitor and support to the new implementing Guidelines on CSDP training;</li> <li>• Coordinate the assessments of the CSDP training policy.</li> </ul>	Mr B. De Schietere: <a href="mailto:brice.de-schietere@eeas.europa.eu">brice.de-schietere@eeas.europa.eu</a>

ISP.2	Policy Officer	Job no. 390654	<ul style="list-style-type: none"> <li>• Contribute, develop and implement the EU Peace Mediation policy;</li> <li>• Contribute to the development of capacity building and new EU policies and concepts in the area of peace mediation;</li> <li>• Advice and follow up on mediation activities and dialogue opportunities for the EU.</li> </ul>	Ms K. Leinonen <a href="mailto:katariina.leinonen@eeas.europa.eu">katariina.leinonen@eeas.europa.eu</a>
ISP.3	Policy Officer	Job no. 390668	<ul style="list-style-type: none"> <li>• Plan and monitor the EU Common Security and Defence Policy (CSDP) missions and operations, in particular EU Training Mission Mozambique at politico-strategic level.</li> </ul>	Mr J. Fradin <a href="mailto:jacques.fradin@eeas.europa.eu">jacques.fradin@eeas.europa.eu</a>
ISP.4	Policy officer	Job no. 390674	<ul style="list-style-type: none"> <li>• Strengthen EEAS expertise in consular affairs: consular crisis preparedness and response, training and capacity building.</li> </ul>	Ms A. Marchal <a href="mailto:anne.marchal@eeas.europa.eu">anne.marchal@eeas.europa.eu</a>
SECDEFPOL.3	Policy Officer	Job no. 390717	<ul style="list-style-type: none"> <li>• Develop and strengthen Counter Terrorism cooperation within the Global Counter Terrorism Forum (GCTF);</li> <li>• Contribute to the EU's role as Co-Chair of the Coordination Committee of the Counter Terrorism Forum;</li> <li>• Develop strategic documents together with the EU's Co-Chair, facilitation of textual negotiations between GCTF Members, coordination of high-level meetings and strategic communication;</li> <li>• Develop and strengthen Counter Terrorism cooperation with key partners, as appropriate, in coordination with the Commission and the EU Counterterrorism Coordinator, including through the organisation of Counter Terrorism political dialogues and travel to the region where relevant.</li> </ul>	Ms N. Costantini: <a href="mailto:nadia.costantini@eeas.europa.eu">nadia.costantini@eeas.europa.eu</a>

SECDEFPOL.5	Policy Officer	Job no. 390718	<ul style="list-style-type: none"> <li>• Support the Special Envoy for Space with expertise in the areas of geospatial intelligence, geospatial information and space-based Earth observation;</li> <li>• Support the HR/VP on the operational responsibilities for the security of EU Space Programme systems and services, including by joining the Galileo Threat Response Architecture (GTRA) 24/7 duty officers team;</li> <li>• Collaborate with Commission and Council services in space-related areas in the defence and security domains, in particular Copernicus and international cooperation in space;</li> <li>• Reinforce the team of duty officers working in shifts.</li> </ul>	Ms C. Claeys: <a href="mailto:carine.claeys@eeas.europa.eu">carine.claeys@eeas.europa.eu</a>
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