

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

Job Title:	END/SNE – Policy officer, Arctic and North Atlantic issues
Job Location:	European External Action Service (EEAS) – ARCTIC
Job Number:	<i>tbc</i>
Area of activity:	Arctic and the EU-Faroe Islands relations
Category:	AD
Duration of secondment:	2 years, renewable up to 4 years in total

### **Job Content**

#### Overall purpose:

To contribute to the development and implementation of the EU's policy in the Arctic and the North Atlantic region and relations with the Faroe Islands, in particular through analysis, expertise and policy advice, concerning sectors she/he is responsible for according to the range of tasks of the Division.

#### Functions and Duties:

The successful candidate will join the Arctic team in the division under the authority of the Head of Division EEAS Europe.1 /Special Envoy for Arctic matters. She/he will work in close cooperation with other EEAS divisions/departments, relevant services of the Commission.

#### The main duties include:

- monitoring and analysis of developments in the Arctic and the North Atlantic region and relations with the Faroe Islands; follow-up, as appropriate; support policy dialogue, with particular focus on sectors s/he is responsible for according to the range of tasks of the team;
- support the Division's work on relevant EU policies and contribute to the implementation of various cooperation processes, including on the EU-Faroe Islands relations, through monitoring, analysis and preparation of relevant meetings;
- contribute to coordinating, organizing and maintaining relations with partners in the Division's portfolio, including Faroese authorities, Member States, EU institutions as well as with civil society, business and/or other actors,
- preparing accurate briefings, speeches, statements, lines to take and drafting strategy papers as well as contribute to the preparation of high level visits as required,
- to be ready to perform other tasks requested and act as a back-up of other members of the Division.

### **Job Requirements**

#### Education and Training:

- University diploma law, political science, economy, business administration or any other related issue.

### Knowledge and Experience:

- Have professional experience of at least 3 years and have demonstrated good political judgment;
- Be a well-motivated, stress resistant team worker with excellent analytical, communication and drafting skills;
- Have good knowledge and experience in matters relating to the Arctic region and specifically the Faroe Islands;
- Good knowledge of EU institutions
- Be able to manage modern communication media.

## **Skills**

### Linguistic skills:

- Have a thorough knowledge of English and a satisfactory knowledge of a second language for the performance of his/her duties. Knowledge of Faroese would be an asset.

### Communication and writing skills:

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Capacity to draft clear, short briefings and speeches, with strong, clear key messages.

### 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.

## **Personal Qualities**

- Dynamic, working with enthusiasm and dedication. Very motivated, flexible and friendly personality.
- To adapt quickly to new situations and deal with new challenges.

### **Umsóknarfreist:**

Umsóknir við prógvum, lívsrenslí o.ø. skulu sendast til [marmik@um.dk](mailto:marmik@um.dk). Umsóknir og lívsrensl skulu orðast á enskum og lívsrenslíð skal setast upp eftir [Europass](#)-frymlinum. Umsóknir skulu vera danska uttanríkisráðnum í hendi í seinasta lagi sunnudagin 12. mars 2023.

Starvið verður sett 1. apríl ella eftir nærri avtalu. Starvsstaðurin er í Brússel.

Allar umsóknir verða viðgjørdar í trúnaði.