

Job Profile: Political analysis and reporting

1. Main areas of responsibility :

Overall purpose: monitor and contribute to analysis and reporting on the overall situation and development in the host country, including on regional level and in political relations with the EU and Member States, under the direct supervision of the Head of Section and/or Head of Delegation (HoD). To assist the Head of Section in co-ordinating the sub-section's activities, where required.

The candidate may be asked to provide expertise in the following indicative domains (that will be further defined, limited or extended by the Head of Delegation / HoD and the Head of Section) :

- **Monitoring & Reporting regularly and timely to Head of section, HoD and HQ** (including early warnings, specific requests, info flashes and "think pieces") on :
 - **Country's overall situation** : national politics and local events, political, socio-economic, trade and financial situation, country's forecasts, relations with international financial institutions, evolution of any structural reform process, international, regional or bilateral issues in all relevant sectors;
 - **CFSP issues** : country's foreign policy, relations with the EU and the Member States, with other main international, regional or bilateral partners, stances in regional integration initiatives, relations; conflict prevention, reconciliation, crisis management, disarmament, rehabilitation, etc.
 - **Governance, rule of law & democracy, Justice, liberties & security issues**: electoral processes, human rights, and civil society, access to information, gender issues; institutional development: reform of the public service, financial control (ex-ante and auditing), tax policy, processes of development of the law, decentralization; public utilities; management of the transition, public procurement, fraud and corruption, asylum and migration questions and related issues, etc.
- **Analysis & Advice** : contribute to prepare briefings and/or visits; contribute to advice on coherence of EU external policy activities in the country and/or region; to the implementation of regional integration initiatives; Contribute to formulation of the country specific cooperation strategy, to political dialogue and strategy in above mentioned horizontal areas .
- **Networking** : develop contacts with national authorities, line Ministries and Institutions, politicians and other local and national stake holders, with representatives of the EU Member States' diplomatic missions, of other main partners and of regional organisations, with the EU and local business chambers and associations; Monitor activities supported by other donors, with a view to ensuring coordination in the elaboration of projects and domestic strategy papers; Develop close contacts, , etc.
- **Presentation, information and communication** : Where mandated to do so by and under the HoS and/or the HoD supervision, contribute to explain, specify, defend the Commission positions & EU policies to domestic audience, particularly politicians, press, business and academics; contribute to the Press and Information activities of the Delegation in all relevant areas;

2. Main qualifications :

Education: university diploma on law, political science, Economy, BA or equivalent.

Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, Delegation, International organization, NGO, etc.); Knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes.

Skills & assets : Solid analytical capability as well as drafting and reporting skills; Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment; to adapt quickly to new situations and deal with new challenges; to team working; Co-ordination and communication skills; Dynamic, motivated and flexible personality; Computer proficiency : word, excel, outlook (e-mail)

Languages : Thorough knowledge (capacity to write and speak) in English, French and/or Spanish (depending of the duty station) is required. EN and FR are necessary to work with Commission HQ. Knowledge of the (official/working) language of the hosting country (or of the region) is an advantage.

JOB PROFILE

JOB FRAMEWORK

Job Title : Chargé de mission
Operations

Job location : EC Delegation to Turkey, Ankara
Section C – Institution Building
and Civil Society

Area of Activity : Adviser – Operational Section
Good Governance and Security -
Border Management

Category : Expert National Détaché (END)

Situation : vacant

JOB CONTENT

Overall purpose :

To bring highly specialised expertise on border management to the EC Delegation's team in charge of Justice, Liberty and Security.

To enhance the team's understanding of relevant technical aspects and standards of border management (e.g. security and control, supervision and mobility endowments).

To help establishing an expert-to-expert dialogue with counterparts in the Turkish administration concerning a European and Schengen perspective on border management.

Functions and Duties :

The END posted in the Commission Delegation to Turkey will under the responsibility of the Head of Delegation and working with the relevant Head of Section:

- Ensure adequate management of significant amounts of EU funding in a highly technical policy area (in addition to the €30 million already committed under IPA I, the EC has pledged to allocate substantial additional funds for the introduction of an integrated border management system in Turkey over the coming years).
- Provide technical input for ex-ante approval of tender and procurement documents in the framework of the decentralised implementation system and the management of related contractual and financial issues.
- Monitor the reform process in the field border management in Turkey in the light of the EU acquis and the Accession Partnership (AP) priorities; report on these developments and contribute technically to the dialogue between the EC and

JOB REQUIREMENTS

EDUCATION AND TRAINING

University degree or equivalent

KNOWLEDGE & EXPERIENCE

- Minimum ten years in a Border Management organisation in a Member State, preferably a Schengen area member
- In depth knowledge of the whole range of border management and security – both in the field and at headquarters
- Good knowledge of the main systems of the border management (control, surveillance, mobility, human resources and training, logistics, intelligence etc) and of the integrated border management concept
- Good knowledge of the Schengen acquis and of its implementation requirements
- Knowledge on asylum and migration related aspects of cross border movements
- Knowledge of the modern IT and Communication systems in border management would be a plus
- Knowledge of EU procurement rules would be a plus
- Knowledge of other MS border management systems would be a plus
- Previous international experience and work in a European network would be a plus
- Participation in a Schengen inspection mission would be a plus

SKILLS

Linguistic skills

- Excellent command of written and spoken English.
- Knowledge of other EC languages and/or Turkish would be an asset.

Communication skills

- Ability to communicate clearly and present complex matters in a clear and concise manner

Interpersonal skills

- Ability to work in a multicultural and multilingual team
- Ability to listen, consult and share information and ideas

Intellectual skills

- Ability to identify, analyse and synthesise information
- Ability to evaluate alternatives objectively and make sound, logical, and well-argued judgements taking on board the impact of decisions
- Ability to determine long-term outcomes of a change in operations

Management skills

- Ability to focus on priorities and to organise work to deliver on time

<p>Turkey in the different sub-committees, meetings etc.</p> <p>The END must be willing to travel frequently within the country of assignment in the context of information and monitoring activities as well as for the implementation of EC-financed projects.</p>	<ul style="list-style-type: none"> -Ability to negotiate in a multicultural and multilingual environment -Ability to monitor progress of work, organise reviews <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> -Ability to work under pressure and to respond quickly to new challenges -Willingness to accept new responsibilities -Ability to assure quality, speed and accuracy in performance -High degree of responsibility in handling issues related to Community funding
--	---

ADDITIONAL INFORMATION

SITUATION by:

Name of the Job holder

Category and grade: