

JOB PROFILE	JOB REQUIREMENTS
<p style="text-align: center;">JOB FRAMEWORK</p> <p><u>Job Title</u> Seconded National Expert <u>Job location</u> : Delegation Azerbaijan <u>Area of Activity</u>: Political Analysis & Reporting <u>Category</u> : A <u>Situation</u> : vacant</p>	<p>EDUCATION AND TRAINING Minimum requirements:</p> <p>University diploma in law, political science, Economy, BA or equivalent</p>
<p style="text-align: center;">JOB CONTENT</p> <p>Overall purpose :</p> <p>Under the overall supervision of the Head of Delegation, monitor and contribute to analysis and reporting on the overall political situation and developments in Azerbaijan, including on regional level (Caucasus, Central Asia, neighboring countries), and in political relations with the EU and Member States. The post will be under the direct supervision of the Head of Section (HoS) Political, Press and Information to assist him and the Head of Delegation in co-ordinating the activities in this domain where required.</p>	<p>KNOWLEDGE & EXPERIENCE</p> <p>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 decision making 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.</p> <p>Computer proficiency: Word, Excel, Outlook</p>
<p>Functions and Duties :</p> <p>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):</p> <ul style="list-style-type: none"> • <u>Monitoring & Reporting regularly and timely to Delegation and HQ</u> (including early warnings, specific requests, info flashes and "think pieces") on: <ul style="list-style-type: none"> ○ Country's overall situation : national politics and local events, political, socio-economic, trade, energy and financial situation, country's forecasts, relations with surrounding and neighbouring countries and with international financial institutions, evolution of any structural reform process, international, regional or bilateral issues in all relevant sectors including conflict situations. ○ 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, liberty & 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 	<p style="text-align: center;">SKILLS</p> <p>Linguistic skills</p> <p>Thorough knowledge and capacity to write and speak in English is required. English and French are necessary to work with Commission Headquarters. Knowledge of Russian would be a strong asset and of Azeri/Turkish would be an advantage.</p> <p>Communication skills</p> <p>Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Coordination and communication skills.</p> <p>Interpersonal skills</p> <p>To adapt quickly to new situations and deal with new challenges; to team working;</p> <p>Intellectual skills</p> <p>Solid analytical capability as well as drafting and reporting skills.</p> <p>Management skills</p> <p>PERSONAL QUALITIES Dynamic, motivated and flexible personality</p>

migration questions and related issues, particularly in relation to the European Neighborhood Policy and Eastern Partnership.

- **Analysis & Advice:** contribute to preparing briefings and/or visits; contribute to advice on coherence of EU external policy activities in the country and 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;
- **Presentation, information and communication:** Where mandated to do so by and under 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;

ADDITIONAL INFORMATION

SITUATION by: 20/11/2009

Name of the Job holder vacant

Category and grade: A (SNE)