JOB PROFILE	JOB REQUIREMENTS
JOB FRAMEWORK Job Title: Policy Officer Job Location: Ottawa – European Union Delegation Group : LA/I – TRADE AND ECONOMIC SECTION Post No: SYSPER2 41860 Situation: Vacant	Education A University level degree, preferably in Economics, International Trade, Law or Political Science

JOB CONTENT

Overall Purpose

The jobholder will contribute, under the supervision of the Head of the Trade and Economic Section, to the fulfilment of the mandate of the Delegation as regards monitoring, analysing and reporting on Canadian economic, trade and environment/climate policies. He/she will monitor the implementation of the EU-Canada Comprehensive Trade and Economic Agreement (CETA), engage with Canadian stakeholders and government authorities to ensure its effective implementation, develop a solid understanding of Canada's positions on economic, trade and environment/climate issues and promote EU-Canada cooperation on environment/climate, trade or economic issues.

Functions and duties:

Reporting

Observe, monitor and draft regular and timely analyses and reports on Canadian policy orientations and developments in relation to the areas of responsibility, in particular environment/climate, trade and economic issues..,

Advise and assist the Head of Section and the Head of Delegation in providing timely recommendations to Headquarters in Brussels regarding the EU's environment/climate, trade and economic relations with Canada.

Representation, Negotiation, Participation

The jobholder will establish and maintain appropriate working level contacts with the Canadian federal and provincial authorities, the business community, the academic community and certain clusters of civil society, as well as with the diplomatic missions of the EU Member States and partner countries.

He/She will help to prepare, and participate in, formal and informal meetings with the Canadian authorities.

Languages

Ability to work and communicate at ease in both English and French; Strong drafting skills in English will be essential.

Minimum working experience

A minimum of four years of relevant professional experience, related to environment/climate, economics, trade, or political science;

Previous experience in a federal or in a provincial administration, on Parliament Hill, or in an international organisation or diplomatic mission, would be a strong asset;

Specific experience or proven knowledge related to EU-Canadian environment/climate, trade or economic relations would be an advantage.

Proven knowledge of the EU, its institutions, and its functioning would also be an asset.

Personal skills

Strong analytical and problem solving skills and a strong capacity to analyse, to structure and to communicate technical or specialised information; good drafting skills.

Capacity to establish and develop contacts with a diversity of interlocutors, in particular in governments or on Parliament Hill;

Ability to work in a team, combined with the ability to work in a proactive and autonomous way, with a strong sense for priorities;

High sense of responsibility, rigor, reliability and confidentiality.

He/She will help prepare, and participate in, the monthly meetings of the Economic and Commercial Counsellors of the EU diplomatic missions to Canada.

He/She will provide advice and assistance to incoming missions from Headquarters in the areas of responsibility.

<u>Information and Communication</u>

The jobholder will draft replies to external requests for information on EU policies in the areas of responsibility.

He/She will provide input to the Delegation's information and communication activities (op-eds, website, social media (Twitter, LinkedIn, etc) in respect of the areas of responsibility.

He/She may be asked to contribute to the explanation and defence of EU policies by participating in, and speaking at, events organised in Canada on subjects related to the areas of responsibility. This may imply (when sanitary situation will allow) regular missions outside Ottawa.