

Job Description for Group 1. Policy Officer / Trade affairs Officer

Employer

EU Delegation	<i>Delegation of the European Union to the Philippines</i>
Location	<i>30/F Tower 2 RCBC Plaza, 6819 Ayala Avenue, Makati City</i>

Job description

Group	<i>Local Agent Group 1</i>
e-Del-HRM and Sysper2 references	<i>e-Del-HRM ID No. 48841; Sysper Job ID No. 37176</i>
Section in the organisation chart	<i>Trade Section</i>
Next hierarchical superior (who to report to)	<i>Head of Trade Section</i>
Working hours	<i>Full time</i>
Working environment/conditions	<i>Multicultural environment</i>
Job objective	Trade policy coordination, reporting and follow up in support of EU's trade policy; assist in the implementation of the EU Market Access Strategy; provide support to other sectoral issues/concerns particularly maritime, aviation and ICT; provide advice as needed regarding the economic cooperation programmes/projects involving the Philippines; and assist in providing overall direction of activities within the section on the basis of the role defined for the Delegation
Main Tasks	<ul style="list-style-type: none"> • Responsible for trade issues relevant to EU-Philippines relations, especially those related to general issues in the WTO, competition, investment, government procurement and services. • Assist in the coordination of EU-Philippines economic relations, including FTA negotiations, and resolution of related disputes in the areas of responsibility • Monitoring, reporting and follow up required on specific sectoral or trade issues that are of EU interest particularly on such areas as IPR, top barriers or protectionist measures, etc. • Assist in the démarches required by Headquarters on related issues and undertake any follow up required • Provide support for the functioning of the EU Market Access Team (MAT) in the Philippines including the drafting of the minutes of the MAT meetings; prepare updates on various MAT-related reports required by DG TRADE, e.g., MAT fiches and database, top barriers, protectionist measures, etc. • Provide support for the functioning of the EU Commercial Counsellors' meetings including the drafting of the minutes; and coordinate with EU MS and/or industry representatives on related commercial issues/problems affecting EU exports to the Philippines • Follow-up on other EU initiatives that may affect trade and investment relations (in particular, aviation, maritime and ICT sectors) such as SCOPE • Establish appropriate working relations with the relevant Government, non-government and industry representatives and maintain excellent contacts with those involved on trade and other sectoral issues that he/she is assigned • Preparation of updates for the EU Commercial Counsellors'/MAT meetings and teleconference with DG Trade and ASEAN Delegations • Provide inputs for the briefing papers required in bilateral meetings involving the Philippines, such as SOM, PCA, etc. • Coordinate with the relevant services in Brussels regarding specific Government requests for information or clarification on trade-related concerns, etc. • Prepare appropriate Delegation response to various inquiries/requests relating to EU commercial relations with the Philippines, business activities/events, etc. • With the authorisation of the Head of Section/Head of Delegation, to represent the Delegation in coordination meetings, public hearings, workshops and Conferences and prepare reports/follow-up action thereafter

	<ul style="list-style-type: none"> • Assist missions involving specific trade or sectoral issues, including preparation of programmes/meetings and related reports/briefings, and undertake any follow-up required • Assist in the communication/promotion of EU positions to Philippine authorities particularly in areas/concerns that require soliciting Philippine support/position as required by Headquarters • Drafting of notes, official correspondence, messages, etc. that may be required by management • Assist in the preparation of trade-related press releases and their dissemination, and other relevant visibility/image building events/activities • Provide advice as needed regarding the implementation of economic co-operation programmes/projects • Undertake any other assignment that may be requested in view of the efficient functioning of the Delegation
<p>Personal skills</p>	<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Ability to work under pressure and to respond quickly to new demands • Commitment to assure quality, speed and accuracy in performing duties. • Ability to work under minimum supervision. <p>KNOWLEDGE</p> <p><u>Specialist Knowledge (know what)</u></p> <ul style="list-style-type: none"> • Good knowledge of national economic, trade and development policies. • Knowledge of EU policies, within the area of responsibility, is an asset. • Good coordination skills. • Good interpersonal skills. • Sensitivity to diverse cultural environment. <p><u>Technical knowledge (know how)</u></p> <ul style="list-style-type: none"> • Sound knowledge of economic and trade analysis. • Ability to produce well-focussed analytical reports on issues in the areas of responsibility. • Ability to communicate and interact with Delegation interlocutors at government, academic and private sector at all levels in the areas of responsibility. • Capability to represent the Delegation and defend the Delegation’s position in meetings and contacts with government, private sector and other concerned stakeholders in the areas of responsibility. • Capability to produce high quality results with often-tight deadlines. • Working knowledge of official statistics (from the government, EUROSTAT, etc.) and other related economic/financial reports • Familiarity with business/industry associations including other relevant NGOs, lobby or advocacy groups <p><u>Communication skills</u></p> <ul style="list-style-type: none"> • Good capacity to communicate clearly, presenting complex matters in an understandable manner. • Ability to develop and maintain effective network of contacts and to communicate knowledgeably and confidently with senior colleagues and important external contacts. • Ability to deal with politically sensitive or potentially contentious issues in discussions with the Government, business and/or EU MS representatives at all levels <p><u>Interpersonal skills</u></p> <ul style="list-style-type: none"> • Ability to build productive and cooperative working relationships with other sections, units in headquarters, and with external partners. • Ability to steer meetings and to negotiate and exert influence in a multicultural and multilingual environment, acting as a qualified representative of the Commission. • Ability to work effectively in a team. <p><u>Intellectual skills</u></p> <ul style="list-style-type: none"> • Ability to identify and analyse key points in verbal and numerical information, evaluate alternatives objectively, and make sound, logical and well-argued judgements taking on board the impact of decisions. • Ability to prepare reports and drafting of official correspondence without supervision <p><u>Management skills</u></p> <ul style="list-style-type: none"> • Ability to review, control and to negotiate at all possible levels. • Capacity to focus on priorities and to deliver timely. <p><u>Organisational skills</u></p> <ul style="list-style-type: none"> • Ability to plan, organise and coordinate activities in his/her areas of concern
<p>Specific physical requirements (if any)</p>	<p>N/A</p>

Job specifications

	Compulsory minimum requirements	Assets
Qualifications	Post-graduate degree in Economics, Business Management, Public Administration, Law or International Relations.	
Professional experience	<ul style="list-style-type: none">▪ Multidisciplinary background and related experience in either the government sector or business/private sector.▪ At least 10 years' experience in the topics related to the specific field that he/she is asked to cover.	Experience in working with EU institutions in the country would be desirable. Working knowledge of the EC would be valuable.
Knowledge of languages	<ul style="list-style-type: none">• English level C2 (written and oral)• Fluent in Tagalog	Working knowledge of the French language
Knowledge of IT tools	<ul style="list-style-type: none">• Proficient in IT (Including Microsoft Word, Excel, and Internet use)	Familiarity with additional software would be beneficial