

## **Job Description for Policy Officer**

### **Employer**

<b>EU Delegation</b>	<b>Sri Lanka and Maldives</b>
<b>Location</b>	<b>389 Bauddhaloka Mawatha, Colombo 00700 Sri Lanka</b>

### **Job Description**

<b>Group</b>	LA 1
<b>Section in the organisation chart</b>	Political, Press and Information Section
<b>Next hierarchical superior (who to report to)</b>	Head of Political, Press and Information Section
<b>Working hours</b>	Full time, 37h30 per week, Monday to Friday
<b>Working environment/conditions</b>	Multi-cultural environment
<b>Job objective</b>	<p>Under the supervision of the Head of Delegation and the Head of Political and Press and Information Section, the Policy Officer will provide political analysis and policy advice on the Maldives, with the aim of ensuring that the European Union is well-informed about political and relevant policy developments in the Maldives and that opportunities for strategic engagement to realise the EU's stated positions are identified. The Policy Officer will support the liaison with key stakeholders in the Maldives, including counterparts from the government, political parties, civil society, other diplomatic missions and partners.</p> <p>He/She may also have to work on other issues as the workload of the section and/or the Delegation may require.</p>
<b>Main Tasks</b>	<ul style="list-style-type: none"><li>• Provide high quality political reporting and analysis of major events and developments in the Maldives;</li><li>• Provide high quality briefings on request and respond in a timely manner to other requests for information;</li><li>• Design visit programmes, organise meetings, and provide informative briefings;</li><li>• Monitor and analyse Maldivian media and social media. Liaise with Press and Information colleagues to use social media channels proactively;</li><li>• Participate in relevant public events;</li><li>• Liaise with the Government of the Maldives, political parties and civil society;</li><li>• Respond to requests from Brussels for the public and press enquiries, prepare briefing dossiers, organise press coverage for Delegation's activities;</li></ul>

	<ul style="list-style-type: none"> <li>• Support visibility of EU initiatives and EU-funded projects, working effectively with Press and Information colleagues and Development Cooperation Programme Managers;</li> <li>• Participate in the conception and organisation of the Delegation's activities to promote EU policies in Sri Lanka and the Maldives;</li> <li>• Establish close working relations with EU Member States, relevant agencies and civil society actors to support the achievement of the EU's stated priorities;</li> <li>• Undertake other assignments, including on Sri Lankan affairs, which may be requested in view of the efficient functioning of the Delegation.</li> </ul>
<b>Personal skills</b>	A proactive, self-motivated person with the ability to work within a team, respecting deadlines
<b>Specific physical requirements (if any)</b>	N/A

### Job specifications

<b>Qualifications</b>	University degree in political science, international relations or other relevant field.
<b>Professional experience</b>	Good knowledge of the Maldivian political environment required. Working experience in the Maldives or on Maldivian affairs would be a valuable asset.
<b>Specialist knowledge (know what)</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge and understanding of Maldivian economic and political situation;</li> <li>• It will be an advantage to have knowledge of the policies and functioning of the European Union, EU-South Asia relations, including in areas such as democracy, human rights and climate change would be an advantage.</li> </ul>
<b>Technical knowledge (know how)</b>	<ul style="list-style-type: none"> <li>• Computer literate (Word, Excel, PowerPoint etc.).</li> <li>• Capable of producing high quality results within often tight deadlines.</li> <li>• Excellent drafting skills.</li> <li>• Sense of initiative, very good organisational skills, service mind attitude.</li> </ul>

### Skills

<b>Linguistic skills</b>	<ul style="list-style-type: none"> <li>• Excellent command of English is required (written and spoken).</li> <li>• Knowledge of Dhivehi is an asset</li> </ul>
<b>Communication skills</b>	<ul style="list-style-type: none"> <li>• Excellent communications skills, including the use of social media.</li> </ul>
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>• Able to work as a team member with good inter-personal skills.</li> <li>• Ability to work in a multicultural environment is considered very important.</li> <li>• A good presentational skill is an asset.</li> </ul>
<b>Intellectual skills</b>	<ul style="list-style-type: none"> <li>• Independent in report writing with excellent English drafting skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent ability to think analytically and innovatively and produce results within often tight deadlines.</li> <li>• Capability to clearly, efficiently and effectively conceptualise ideas and approaches.</li> <li>• Capability to identify practical actions and solutions that advance the EU's stated priorities.</li> </ul>
<b>Management skills</b>	<ul style="list-style-type: none"> <li>• Capacity to focus on priorities, organise work and meet deadlines.</li> <li>• Ability to interact in a multicultural and multilingual environment.</li> </ul>

### **Personal abilities**

A keen interest in promoting international cooperation between the European Union and the Maldives.
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