

# EUROPEAN EXTERNAL ACTION SERVICE



European Union Special Representative  
for Central Asia

## Job Description for the post of Assistant to the EUSR for Central Asia

### ANNEX I

<b>Organisation:</b>	European Union Special Representative for Central Asia
<b>Job Location:</b>	Brussels, Belgium
<b>Availability:</b>	Immediately, until Feb 28, 2023
<b>Contract Regime:</b>	Fixed term local Contract under BE law
<b>Job Titles/Vacancy Reference:</b>	Assistant to the EUSR for Central Asia
<b>Number of posts:</b>	1 post
<b>Deadline for applications:</b>	<b>Monday, 19 July 2021, 11:00 Brussels time</b>
<b>Email address to send the CV and completed application template:</b>	<a href="mailto:EUSR.CENTRALASIA@eeas.europa.eu">EUSR.CENTRALASIA@eeas.europa.eu</a>
<b>Additional information:</b>	<a href="mailto:EUSR.CENTRALASIA@eeas.europa.eu">EUSR.CENTRALASIA@eeas.europa.eu</a>

## Assistant to the EUSR for Central Asia

The EU Special Representative for Central Asia wishes to appoint an Assistant, who will provide administrative, communication and logistical support for her work.

The post is based in Brussels, is subject to Belgian employment law, and is for a fixed term, until February 28th, 2023.

The Assistant will be responsible for managing the EUSR office, agenda, office correspondence and communications, (virtual) meetings, hosting visitors, mission travel, conferences and other miscellaneous tasks.

The Assistant will work as a key member of the EUSR's team and will collaborate with the team of Political Advisors and staff of the EU institutions, especially the EEAS.

A candidate must be a citizen of an EU member state.

The successful candidate will be required to apply for the appropriate EU security clearance certificate, if not already in possession of one.

**The closing date for applications is Monday, 19 July 2021, 11:00 Brussels time.**

Completed application form, CV and examples of experience should be sent to:  
[EUSR.CENTRALASIA@eeas.europa.eu](mailto:EUSR.CENTRALASIA@eeas.europa.eu)

Job Title	<b>Assistant to the EUSR for Central Asia</b>
<b>Job Description</b>	<ul style="list-style-type: none"> <li>○ Processing, and co-ordination of all the EUSR's correspondence and messaging, including confidential reporting</li> <li>○ Arranging meetings and appointments for the EUSR, including those carried out in virtual format</li> <li>○ Making the logistical arrangements relating to the EUSR's travel to meetings, missions and events outside of Brussels, including the organisation of visas, preparation of mission expense claim forms and any other mission travel requirements for the EUSR and his team</li> <li>○ Assisting in the organisation of events, such as conferences, seminars, webinars, round tables etc., including events to be held online</li> <li>○ Knowledge management in the team</li> <li>○ Working closely with the EUSR's team, with the staffs of the EEAS, EU institutions, representatives of Member States, Embassies based in Brussels, EU Delegations and Civil Society Organisations</li> <li>○ Such other duties as the EUSR may assign</li> </ul>
<b>Minimum Requirements</b>	<p><b>MINIMUM REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>○ Third-level education, at least to primary degree level or equivalent</li> <li>○ Relevant experience of working in an employment which requires a high degree of confidentiality</li> <li>○ Excellent skills and experience in the use of information and communications technologies</li> <li>○ Excellent knowledge of Microsoft Word, Excel and other programmes in the Microsoft package</li> <li>○ Excellent written and spoken English, and French; knowledge of Russian language would be an advantage</li> <li>○ Experience of Event Management</li> <li>○ Good interpersonal and communications skills and an ability to work in a multi-cultural environment</li> <li>○ An interest in and some knowledge of Central Asia</li> </ul>
<b>Terms &amp; Conditions</b>	<p><b>TERMS &amp; CONDITIONS</b></p> <ul style="list-style-type: none"> <li>○ A fixed term contract under Belgian law is offered until 28<sup>th</sup> February, 2023. If employed, the employee is required to present a valid certificate with the necessary level of security clearance (EU SECRET or equivalent)</li> <li>○ The selection procedure will take place shortly after the expiry of the deadline for submitting the applications</li> <li>○ Competitive salary package according to experience</li> <li>○ The candidates considered to be most suitable will be short-listed and, if selected, interviewed by audio/video skype/phone.</li> <li>○ The EUSR will be responsible for the final selection</li> </ul>
<b>Application procedures</b>	<p><b>APPLICATION PROCEDURE</b></p> <ul style="list-style-type: none"> <li>○ E-mail address to send your CV &amp; completed job application form: <a href="mailto:EUSR.CENTRALASIA@EEAS.EUROPA.EU">EUSR.CENTRALASIA@EEAS.EUROPA.EU</a> The deadline for applications is <b>Monday, 19 July 2021, 11:00 Brussels time</b></li> <li>○ All applicants must complete the application form</li> <li>○ Applications submitted without the form will not be considered</li> <li>○ Please do not send at this stage recommendation letters. Only shortlisted candidates will be asked to provide such letter</li> <li>○ <b>Please do not contact the EUSR office as only those shortlisted will be contacted</b></li> </ul>

