



EUROPEAN UNION

The European Union Delegation to Norway is looking for a Policy Officer in the Political Affairs, Press and Information Section

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Norway ensures the representation of the European Union to Norway, as well as the follow-up of the EU's bilateral relations with Norway (including the implementation of the European Economic Area Agreement, as well as of other key EU/Norway agreements). It is responsible for the development of cooperation in key areas - focusing in particular on foreign policy, energy, climate change, the Arctic, trade, development - and also follows Norway's participation in EU programmes and agencies. It carries out public diplomacy and press activities in Norway and facilitates/organizes political and expert contacts between Norway and European Union institutions.

We offer

We offer a post of Policy Officer (Local Agent, Category I) in the Political Affairs, Press and Information Section to take responsibility for a series of thematic/ geographic policy areas within the framework of the EU's relations with Norway. Working directly with the Head of Delegation and the Head of the Political Affairs, Press and Information Section, the selected person will:

- Follow closely, observe, monitor and report regularly and in a timely fashion on developments in Norway in relevant thematic/geographic policy areas
- Follow closely and keep up-to-date on EU policy developments in these areas
- Develop and maintain a relevant network of contacts with sectors of Norwegian society (political, governmental, academic, civil society, etc.)
- Prepare speeches, briefings and presentations
- Write, edit and supervise the production of brochures and printed material; contribute to press articles and press releases
- Prepare and deliver interventions about the EU, aimed at improving the Delegation's – and the EU's – visibility in a structured and sustainable way
- Organise events, such as seminars, exhibitions, etc.
- Organise visits and support visitors to the EU Delegation
- Reply to information requests from the press, general public, civil society, etc.

- Contribute to the Delegation's social media activities.

The Delegation is located in a modern office in central Oslo. Working week is 37.5 hours.

We offer an interesting post with scope for personal development in an international environment. Membership of SPK is offered to employees.

We are looking for

- Enjoy working rights or holds a permit for employment under local law
- University degree in political science/economics/law/information-related fields. EU-related studies would be a distinct advantage. Very good knowledge of EU institutions and policies
- Very good knowledge of Norwegian political life and the public sector
- Very good knowledge of the Norwegian business and civil society sectors
- Good knowledge of web-based publishing
- Good knowledge of the Norwegian media and press
- Strong intellectual capacity, with solid analytical and reporting skills
- Very good inter-personal and communication skills, with capacity to build up and maintain a network of contacts in the fields of politics, administration, academia and culture
- Excellent language skills in Norwegian, English - including excellent drafting skills in both Norwegian and English. Knowledge of French would be an asset.
- At least three years' relevant work experience, particularly focusing on EU issues
- Familiarity with information technology and social media trends and applications, including the production of printed and electronic information tools
- Ability to work independently and unsupervised
- Ability to prioritize and work under pressure
- Ability to work in a team
- Ability to deliver to short deadlines
- Initiative, creativity, flexibility
- Goal- and result-oriented

How to apply

Please send your application and supporting documents in English to delegation-norway-applications@eeas.europa.eu. The package should include a cover letter, setting out your motivation, and a detailed CV, both in English.

Following a preliminary evaluation of applications, a short-list of candidates for interview will be established. The selected candidate should be available to begin work as soon as possible after the termination of the selection phase.

The Delegation will not supply information or discuss the selection procedure by telephone: please address any queries concerning this procedure to DELEGATION-NORWAY@eeas.europa.eu.

The deadline for applications is: 20/04/2022 (close of business)