



EUROPEAN UNION

Job Description for Policy officer

Employer

EU Delegation	<i>EU Delegation to Libya</i>
Location	<i>Rue du Lac Windermere Bloc F 4th floor, Berges du Lac, Tunis, Tunisia</i>
Duration of contract	<i>Until 15/04/2017</i>

Job description

Group	<i>1</i>
e-Del-HRM and Sysper2 references	<i>Temporary worker</i>
Position in the organisation chart	<i>Political section</i>
Reporting relations/responsibilities	<i>Reporting to the Head of Political</i>
Working hours	<i>Full time</i>
Working environment/conditions	<i>normal</i>
Job objective	<i>Political analysis</i>
Tasks	<ul style="list-style-type: none">- Monitor, analyse and report on domestic political, security, economic and human rights developments in Libya. Draft regular thematic reports and follow up on the EU policies and strategies in relevant areas.- Monitor and analyse domestic and international developments in other key sectors of relevance to the work of the section (e.g. migration and human trafficking, drugs, money laundering, economic and trade aspects).- Maintain good and effective contacts with the relevant national authorities and local operators in the field as well as a broad range of institutional, non-governmental and private interlocutors.- Assist the EU in, and report on public events, diplomatic community briefings, or other meetings relevant to the section's activities. Where requested, prepare and attend meetings of local EU diplomatic missions in political, human rights and sectoral areas.- Prepare and assist in missions from Headquarters.
Character references	<i>Motivated, ability to work alone and/or in a team, respect of deadlines and ability to deal with stress situations</i>

Job specifications

	Required	Appreciated
Qualifications	<i>University degree</i>	
Professional experience	<i>At least 3 years of experience</i>	<i>Experience within international organization</i>
Knowledge of languages	<i>English/Arabic</i>	<i>French</i>
Knowledge of IT tools	<i>Microsoft Office</i>	