

Project title:	"Support to the Government of the Republic of Latvia on issues related to EU and international Development Policy"
Position:	European Development Policy and EU Presidencies Expert
Location:	Belgium; Latvia
Eligible nationalities:	All nationalities
Start of project:	24/11/2014
Assignment duration:	135 working days
Deadline:	30/09/2014
Objective	<p>The main objective is to support the LV Council PRES is as follows:</p> <ul style="list-style-type: none"> • policy analysis and preparation of files on all policies and programmes related to the ongoing Council Working Groups, primarily CODEV (Development Cooperation) and ACP (Africa, Caribbean, Pacific) dossiers, and provision of related inputs into other Council Working Groups, for instance COHAFA (humanitarian assistance), WPIEI (environment, climate), CONUN (UN-affairs); • supporting preparatory work for key meetings and events according to the LV PRES priorities and work plan in the field of EU Development policy and, in particular, preparatory work of the relevant Council working groups and of the meetings of Development ministers; • upon Presidency's request deliver advice on negotiation strategy and tactics; • drafting issues papers, non-papers, Council Conclusions, meeting reports, summaries, speaking and briefing notes or other relevant documents; • cooperation and contact with the relevant departments of the Commission (mainly DG DEVCO), the European External Action Service (EEAS), the Council Secretariat and the European Parliament in order to gather relevant information and reports to assist the LV PRES in the preparation of different development cooperation policy dossiers.
Qualifications required:	<p>Qualifications and professional experience</p> <ul style="list-style-type: none"> • a University Degree in Development Studies, European Studies, Political Science or equivalent academic background; • prior experience in public administration and at least 3 years' experience in the area of development policy/ external relations; • excellent drafting skills; experience with drafting written deliverables; • experience in negotiation tactics and consensus building in the EU institutional settings; communication and organisational skills; • excellent interpersonal skills and ability to work under pressure and with short deadlines; • knowledge of the EU Institutions and their working procedures; • prior experience in previous EU Council Presidencies, including in preparing the EU Foreign Affairs Council /Development segment will be considered an asset; • in addition at least one of the two experts should have excellent knowledge of and prior experience in the following: CODEV and ACP Council Working Group-related matters, post-2015 agenda for poverty eradication and sustainable development, including development related gender issues; Financing for Development; • excellent level of spoken and written English; good level of spoken and written French; • knowledge of Latvian would be an advantage but is not a prerequisite.
Other information:	<i>If you are interested in this position please send your CV in EU format under the heading "European Development Policy and EU Presidencies Expert". When sending your application please include an indication of your desired remuneration (day-rate). Please also make sure that you include one or more telephone numbers. Only selected candidates will be contacted.</i>
Contact:	com11@ntu.eu