



## EUROPEAN COMMISSION

### Job Description Form

Job description version 2 (*Draft*)  
Job no. 158296 in *DEL.Venezuela.001.94*  
Valid from until

#### Job Holder

**Name**

Laura Elena ACUÑA

#### Job Profile

**Position**

NOT APPLICABLE

**Function group**

**Job title**

Policy Analyst - Trade/Economic Adviser

**Domains**

**Generic domain**

EU FOREIGN RELATIONS (excl Security and Defence)

**Specific domain**

TRADE

**Job Family**

Policy, Analysis and Advice

**Sensitive job**

No

**Overall purpose**

The economic adviser works on trade and investment related matters as well as on economic matters pertinent to EU-Venezuela relations within the relevant section of the Delegation under the guidance and authority of the Head of Section and the Head of Delegation.

## Functions and duties

### + SPECIAL ECONOMIC SYSTEMS and ECONOMIC ANALYSIS - Trade/Economic analysis

- *Advising the Delegation concerning trade related issues.*
- *Elaboration of documents on trade related issues for the Delegation's publications and website.*
- *Reporting to Brussels on Venezuelan trade, economic and financial policy issues.*
- *Elaboration of a monthly economic report.*
- *Elaboration of a quarterly report on trade and investment relations between the European Union and Venezuela.*
- *Elaboration and periodical updating of statistical data on trade and economy.*

### + SPECIAL ECONOMIC SYSTEMS and ECONOMIC ANALYSIS - Trade/Economic Adviser

- *Contacts with the Venezuelan authorities regarding the trade, economic and financial sectors.*
- *Follow-up of contentious trade issues or trade disputes.*
- *Contacts with European companies and with European Chambers of Commerce established in Venezuela.*
- *Coordinate and follow-up of EC missions in Venezuela on economic and cooperation issues.*

## Job requirements

### Experience

Job-Related experience: at least 10 years

Qualifier: desirable

University Baccalaureat or Master's in Economics and/or Business Administration.

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1
Spanish	C2	C2	C2	C2	C2

### Knowledge

- *Statistics*
- *Policies*

### Competences

- *Communicating*
- *Delivering Quality and Results*

## Job Environment

### Organisational entity

Type: Delegation / Representation

Size: 16 to 25 people

Gender balance (within the entity): predominance of women

*Comments:*

*Presentation of the entity:*

***Job related issues***

Atypical working hours

**Missions**

Frequent, i.e. 2 or more missions / month

Long duration, i.e. missions lasting more than a week

*Comments:*

***Workplace, health & safety related issues***

Noisy environment

Physical effort / materials handling

Work with chemicals / biological materials

Radioprotection area

Use of personal protective equipment

Other

*Comments:*

***Other***

*Comments:*