

Job title: Policy officer**POST SYSPER2 199053, EDELHRM 53563****Position Local Agent I****Job Title: Policy officer****Generic domain:** External Relations**Job Family:** Policy, Analysis and Advice**Sensitive post:** No**Function type:** POLICY ANALYSIS**Function name:** Monitoring and policy analysis

- Monitor and analyse the political area of activity of the host country and follow its developments particularly in regard to the political relations with the EU and its Member States
- Contribute to sector analysis and to the definition of a sector strategy for the European Community
- Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern and raise issues

Function type: INTERNAL COMMUNICATION**Function name:** Reporting to Headquarters

- Study, monitor and report regularly and in timely fashion (including early warnings in case of potential conflicts) to Headquarters on sectoral issues, respond to any specific requests in this regard
- Provide answers to any specific question on the political area of activity
- When required, draft speeches and speaking notes on the sectors concerned

Function type: EXTERNAL COMMUNICATION**Function name:** Communication relating to programme and projects

- Produce and disseminate the results of projects at workshops, seminars, conferences, town hall visits/meetings and other public events, manage the Delegation's web-site.
- Contribute to the management of the EU Information Centre by the Delegation in the framework of the relevant EU-funded project.
- Maintain regular relations with the media and other communication partners such as relevant public national and local authorities, academia/think tanks, social partners and other civil society representatives.
- Contribute to the production of publications, media monitoring and news reviews and to public opinion monitoring and analysis.

Function type: REPRESENTATION, NEGOTIATION and PARTICIPATION**Function name:** Representation, Negotiation, Participation

- Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member

States, with representatives of the principal international donors, with NGOs and other local non-official actors.

- Prepare and assist in missions from Headquarters.