



VACANCY ANNOUNCEMENT

POLICY OFFICER – TRADE

LOCAL AGENT GROUP 1

ref.: JP/08041

✓ THE EUROPEAN UNION

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 organisations. 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 the Republic of Kenya ensures the representation of the EU in Kenya, analyses Kenya's politics, economics, social, development and foreign policies and implements EU development aid while promoting and defending the values and interests of the EU.

OFFER

We offer a post of Policy Officer - Trade. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation and will serve as support staff to assist the Head of the Trade Section in the planning and coordination of the Delegation's work on trade and investment matters.

After recruitment, the chosen candidate will occupy a specific Local Agent job as Category 1, for a job description that can evolve according to the needs, for the following:

✓ Main objectives:

Under the overall authority of the Head of Delegation, assist the Head of the Trade Section in the planning and coordination of the Delegation's work on trade and investment matters.

Main tasks:

Policy coordination

- Follow all issues regarding the implementation and impact monitoring of the EU-Kenya Economic Partnership Agreement (EPA) at national and regional level. Follow other agreements pertaining to trade and investment. Monitor the host country/region's position in on-going or planned multilateral, regional, or bilateral trade negotiations with third countries (UN, WTO, FTAs, etc.).
- Monitor the situation and track the evolution of policies in the economic and trade fields of the host country and region. Particular attention will be paid to trade flows, forecasts, market access

measures, and legislation in these fields: fiscal policy, tax system, financial services, land ownership regime, intellectual property rights, competition, foreign investment, etc.

- Follow all national and regional trade policy developments and their possible impact on the trade relations with the EU. Follow up of trade relation with the host country/region and particularly issues related to access by EU exporters and investors to its market (Market Access Strategy).
- Monitor regional integration matters in connection with trade, in particular with reference to the EAC.
- Support the identification of measures accompanying EPA implementation and monitoring, in Kenya and the region.
- Produce analysis and synthesis reports on the economic situation and policies, trade, investment, and trade-related issues.

Representation, negotiation and participation

- Provide the necessary working relations with the relevant national authorities (Ministry of Foreign and Diaspora Affairs, Ministry of Investments, Trade, and Industry, and other ministries involved in trade activities, Customs service, Statistical and Standards Office, etc.), private sector representatives and professional organizations and other local operators in the field. Develop close working contacts with representatives of EU Member State embassies in Kenya (i.e. economic and trade counsellors) and EU business community and representatives. Liaise with other regional and international organizations dealing with trade issues and/or regional integration, in particular the EAC.
- Prepare and participate in EPA implementation or joint EPA committee meetings.
- Participate in the sector policy dialogue related to trade and investment. Participate in donor cooperation efforts as regards trade and regional integration analysis and policies.
- State, explain and defend the EU trade policies and EU position in all trade and WTO matters to domestic stakeholders, particularly local and regional authorities, press, civil society, business and academics. Promote and defend the Commission position on investment following the Lisbon Treaty, including vis-à-vis EU Member States and their local presence.
- Represent the EU and participate in conferences, meetings and other public events on trade and investment matters.
- Promote the mainstreaming of trade and economic integration into the poverty reduction strategies of the host country/region.

Management and planning

- Assist the Head of Trade Section in programming and organizing activities by the Delegation in connection with economy, trade and investment.
- Prepare and participate in missions from Headquarters.

Communication and publication

- Ensure that the information and communication function on trade and investment of the Delegation is properly carried out. Contribute to the Delegation's Press and Information activities and products with respect to trade, investment, and regional integration issues.
- In the host country/region, represent the EU and participate in conferences, meetings and other public events on trade and investment matters and more generally present EU policies and activities as necessary. Prepare activities in the trade and investment sector and organize, as appropriate, events related to trade and investment.
- Liaise with the other Delegation's sections or experts dealing with Economic and Financial issues, Trade Facilitation, Infrastructure, Private Sector, etc.
- Provide expert policy advice and provide input, where required, into the work of Delegation's project managers on the setting-up or implementation of trade-related cooperation projects.
- Contribute to the Delegation's various reports as regards trade, investment, economy and regional integration matters.
- Liaise with the EU Delegations in the region on regional trade and investment issues or in connection to EPA implementation or accession by other countries, and contribute to regional reporting on trade and trade related issues.

The workplace is Nairobi, for an unlimited duration contract, subject to six months' probation and it is open to Kenya nationals and residents with a valid work permit. We offer a competitive position in a lively and multicultural environment. Full time of 37.5 hours per week (under flexible time regime), and remunerated according to a salary table in shillings (basic minimum 449,467KES), including a supplementary pension scheme and medical insurance, offered to employees and their families under certain conditions.

✓ **DEGREE AND EXPERIENCE REQUIRED**

- University degree of legal duration of at least 3 years in Economics/Business Administration/Trade/Finances or any other related field.
- Experience of at least 3 years in the areas of economics, macro-economics and trade related matters (EU and/or WTO) at institutional level, analysis and reporting; experience in third countries (Embassy, International organisation, NGO, etc.); knowledge of EU institutions, related decisional processes, EU external action and related EU external policies (geographic and thematic); experience in geographic area in question and relevant regional integration processes (eligibility).

✓ **LANGUAGE QUALIFICATIONS**

- Excellent written and spoken English (working language). Knowledge in French an advantage.
- Excellent oral and written presentation skills.

✓ **COMPUTER SKILLS**

- Good IT skills required.

✓ **OTHER QUALIFICATIONS**

- Ability to build and maintain positive working relationships with Delegation colleagues, national counterparts, EU Member States embassies, donor agencies, EU and local business community, other stakeholders and ability to adapt well in a multi-cultural environment.
- Personal initiative and ability to focus on priorities and meet deadlines.
- Open, flexible personality; excellent ability to perform duties with accuracy within a given deadline
- A high degree of integrity and the ability to deal with confidential information is required

Note: compliance with all the eligibility criteria listed above must be clearly demonstrated in the submitted CV.

To APPLY

The applicant must send

- A **Curriculum Vitae** using one of the Europass templates, available at:
<https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>
(Attention: other formats will be reason for **rejection** of the application!).
- A Motivation **Letter**, signed, addressed to the attention of the Head of EU Delegation to the Republic of Kenya.
- Scanned version** of:
 - Degree(s)**,
 - Declarations of work**, attesting to the relevant experience.
- Please mention in the **subject** of your e-mail:
“JP/08041 Policy Officer - Trade”

Until 17/10/2024 1200h EAT.

The applicant must send all documents to the following email address:

eeasjobs-166@eeas.europa.eu

OTHER INFORMATION

After a positive documentary analysis, the selection panel will invite a number of candidates to a written test, followed by an interview to a further reduced number of candidates.

The selected candidate, after a six-month trial period, will be proposed to sign an employment contract in local law for indefinitely duration. For the selected person who does not have Kenyan nationality, s/he will be required to prove his/her residence and work permit in Kenya, and the Delegation is not responsible for this request.

The Delegation implements an equal opportunities policy and will implement the necessary measures to avoid any kind of discrimination during the recruitment process. As such, all applicants with special needs (*e.g.* people with reduced mobility...) are invited to mention them.

Any personal data covered by the application, selection and recruitment process are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Data shall be processed by the entity responsible for the processing of the data solely for the purposes of the selection and be destroyed when recruitment is done. This does not affect their possible transmission to bodies responsible for a monitoring or inspection mission in accordance with EU law.

Caution: *The applicant must verify that he/she **fulfils** all the conditions.*

*For easy verification, the applicant must mark all the squares relating to each document or application condition. The absence of **one** of these conditions or documents is a reason for the rejection of the application.*

The Delegation will not communicate any response to the applicant.

*Only the applicants admitted to the written tests will be contacted by letter, eventually transmitted by e-mail, which shall arrive before the **21/11/2024**. The absence of contact from our side is a sign of exclusion in the previous step.*

Henriette GEIGER
Head of Delegation