

## Job Profile: Economy & Trade Issues

### 1. Main areas of responsibility :

**Overall purpose:** monitor, report on and contribute to policy development in trade, economic and business affairs, under the direct supervision of the Head of Section and/or Head of Delegation (HoD). To assist the Head of Section in co-ordinating the sub-section's activities, where required.

**The candidate may be asked to provide expertise in the following indicative domains** (that will be further defined by the Head of Delegation / HoD and the Head of Section) :

- **Monitoring & Reporting regularly and timely to Head of section, HoD and HQ** (including early warnings, specific requests, info flashes and "think pieces") on the country's :
  - **Trade Issues** : main positions on negotiations at multilateral (WTO and other forums), regional or bilateral level; on its stances in regional integration initiatives, relations with main trading partners; priority bilateral economic, trade and investment issues in all relevant sectors, access by EU exporters to the country's market, etc.
  - **Economic and financial situation** : policy, forecasts, relations with international financial institutions, reform, aid for the balance of payments, budgetary aid, management of public finances, economy of development at the regional or national level, statistics, competition, (post) privatisation, industry, craft industry, services (including tourism), etc.
  - **Private sector**: business environment, legal and institutional framework; financial sector, banking & insurance, access to credit including micro-credits; support for the small and medium-sized enterprises, professional and co-operative associations; investment and export promotion, etc.
- **Analysis & Advice** : contribute to prepare briefings and/or visits; contribute to advice on coherence between the Commission's trade policies and other external policy activities in the country and/or region; to the implementation of economic regional integration initiatives and to any trade initiatives that the EC may undertake with the region in this field; Promote the mainstreaming of trade and economic integration into the poverty reduction strategies of the host country (where required).
- **Networking** : maintain effective contacts with economics & trade counselors of the EU Member States and other main local and national stake holders; Monitor activities supported by other donors, with a view to ensuring coordination in the elaboration of projects and domestic strategy papers; Develop close contacts with the Ministries in charge of Economics, Budget and Trade and other ministries of economic significance, with Central Bank, other closely related institutions (statistics), with the representatives of the regional organisations, with the EU and local business chambers, etc.
- **Presentation, information and communication** : Where mandated to do so by and under the HoS and/or the HoD supervision, contribute to explain, specify, defend the Commission position on trade policy, EU economic and monetary policies to domestic audience, particularly press, business and academics; participate in negotiation meetings, as speaker in conferences on trade and economic matters, contribute to the Press and Information activities of the Delegation about the EU position in all trade and WTO matters and in all economic areas;

### 2. Main qualifications :

**Education:** university diploma on Economy / BA / Trade / Finances or any other related issue.

**Experience** : professional 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, Delegation, International organization, NGO, etc.); Knowledge of EU institutions, related decisional processes, EMU, EU external action and related policies; of geographic area in question and relevant regional integration processes.

**Skills & assets** : Solid analytical capability as well as drafting and reporting skills; Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment; to adapt quickly to new situations and deal with new challenges; to team working; Co-ordination and communication skills; Dynamic, motivated and flexible personality; Computer proficiency : word, excel, outlook (e-mail)

**Languages** : Thorough knowledge (capacity to write and speak) in English, French and/or Spanish (depending of the duty station) is required. EN and FR are necessary to work with Commission HQ. Knowledge of the (official/working) language of the hosting country (or of the region) is an advantage.