

Associate Analyst: Non-Proliferation and Disarmament

Ref.: EUISS (2018) TEMP/SEC 007

Temporary Staff Member OR appointment by secondment

Place of employment: Paris

Indicative starting date: first quarter of 2019

Salary

The successful candidate will receive a monthly salary of €3,500 a month, subject to national taxes and social insurance. For a secondment, the salary will remain as determined (and paid) by the current employer plus a daily allowance of €96.80.

Duration

The successful candidate will be offered a 2-year contract or secondment. There will not be any possibility of extension.

Job description

The European Union Institute for Security Studies (EUISS) is the EU Agency that analyses foreign, security and defence policy issues. With its Headquarters in Paris and a Liaison Office in Brussels, it also acts as an interface between European experts and decision-makers at all levels.

The EUISS seeks to hire an Associate Analyst who will report to the Director and join a highly qualified and motivated team engaged in providing relevant expertise to both EU/national officials – through publications, seminars and other activities.

Main responsibilities

- Provide policy-relevant analysis on topics relating to non-proliferation, disarmament, and arms control – including identifying key priorities for action and analysis;
- Monitor developments in advance of periodic Review Conferences (NPT, CWC, BTWV) – including intersessional work;
- Organise meetings designed to disseminate EUISS research and analysis as well as to inform decision-makers;
- Collaborate with EUISS colleagues working on adjacent areas of expertise in order to create synergy effects;
- Represent the Institute within Europe and abroad, participating in relevant meetings of the EU, member states, international organisations and research institutes as required;
- Monitor developments related to non-proliferation and disarmament;
- Liaise with government officials, think tanks, universities, and regional organisations, as required;
- Supervise junior staff;
- Travel on a regular basis, as required.

Eligibility criteria

On the closing date for applications, candidates must fulfil all the following conditions:

- Be a national of a member state of the European Union who enjoys full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct;
- Have fulfilled any obligations imposed by national law on military service;
- Be physically fit to perform the required duties.

Education

- A Master's degree, preferably in the field of conflict studies, security studies, political science, political economy, international relations or a related field from a university or other institution of higher learning of recognised standing.

Professional experience

- Minimum of three years of professional work experience with a research, governmental, academic, or educational institution, acquired having obtained a Master's degree. A proven record of collaboration with EU institutions and bodies would be a plus;
- Demonstrated knowledge of non-proliferation, disarmament issues, and arms control. Knowledge in related fields, such as ballistic missile technology, is a plus;
- Excellent analytical skills, including the ability to identify and distil complex policy issues and propose viable solutions;
- Well-developed communication and drafting skills, with a demonstrated ability to write and present effectively to policy audiences;
- Ability to deliver high-quality results within tight deadlines;
- Strong interpersonal skills, including the ability to work effectively in a multi-cultural and multi-disciplinary environment as a team member as well as independently;
- High professional values and standards characterised by objectivity, analytical rigour, integrity, and confidentiality.

Languages

- Excellent English writing and speaking skills as well as satisfactory knowledge of at least one other EU language.

Procedure

The EUISS [recruitment procedure](#) is applicable. All interested candidates must complete the [online application form](#), and attach:

- A detailed CV in English (with a clear indication of educational attainment and professional experience);
- A list of publications;
- Two writing samples in English of policy-relevant publications;
- A cover letter in English addressed to the EUISS Director;
- If applying for a secondment, a letter of sponsorship from the current employer addressed to the Director.

Applications received by email, fax or post will not be considered. Only correctly and fully completed applications will be accepted.

Particularity of applications for the positions under the status of secondment: In accordance with the rules applicable to secondments to the EUISS, a person seconded to the Institute remains in the service of their current employer and continue being paid their salary by that employer. Therefore, in order to be considered in the selection process, candidates for a secondment on the advertised position must be sponsored by their current employer. Confirmation is required in the form of a letter of sponsorship addressed to the Institute by the closing date for the receipt of applications (and in any case not later than the recruitment date). Lacking such sponsorship means that candidates could only be offered the position under the status of temporary staff member.

The deadline for submitting applications is 23 November 2018, 14:00 CET.

The Selection Board, chaired by the Director of the EUISS, will screen the applications and establish a shortlist of candidates to be interviewed in person.

Following the interviews, the successful candidate will be offered a contract of two years with a four-month probationary period (or a secondment for a period of two years).

All applicants will be informed of the results of their application by the end of the procedure.

The EUISS is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

The processing of personal data by the EUISS is governed by Regulation (EC) N°45/2001. By submitting an application, the applicant consents to the processing of the personal data contained in the application form and the supporting documents enclosed therewith, in the sense of Article 5 (a) of the Regulation. The personal data in question is collected by the EUISS for the sole purpose of this selection process.

Complaints: Candidates have the right to address to the Director of the EUISS an administrative complaint under Article 30.1 of the EUISS Staff Regulations. The complaint must be directed against an act that adversely affects their legal status as a candidate.

Candidates also have the right to submit an appeal to the EUISS Appeals Board, under Article 30.3 and Annex X of the EUISS Staff Regulations. Appeals are not admissible before an administrative complaint has first been made.

Candidates can make a complaint to the European Ombudsman. It should be noted that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

Should a candidate have any questions related to the current vacancy notice or the selection procedure or the procedure to follow in case they want to lodge a complaint, they should contact Human Resources using the [online contact form](#) and indicating the reference of the vacancy notice.