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| |  |  | | --- | --- | | |  | | --- | | 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 organizations. The EU Delegation ensures the representation of the European Union to the Republic of Kazakhstan, the follow-up of bilateral relations in the areas of political, economic, trade and external assistance cooperation (financial and technical), the bilateral sectorial cooperation; promotes and defends the values and interests of the EU; and carries out press and public diplomacy activities in pursuit of the above.  We offer a post of **Policy Assistant.**  Under this job function the successful candidate will, under the supervision and responsibility of the Head of Political, Press and Information section, perform the following tasks (the list is not exhaustive):   * Everyday support to the head of section; * Support of the organisation of meetings with Member States; * Support to the preparation of meetings with the government, including demarches, policy dialogues, and regular meetings held under the EU-Kazakhstan Extended Partnership and Cooperation Agreement; * Follow up on the human rights situation; participation in dialogues with the civil society, including on human rights; * Follow up on political developments in the country, including key developments related to economic reforms and green transformation; * Monitoring of legal developments; * Monitoring of health data, especially in the period of the pandemic; * Managing the [EUVP programme in Kazakhstan](https://visitors-programme.europa.eu/) ; * Backup to the Team Assistant in cases of absence; * Other support functions upon request.   **Working conditions:** Full time, 37.5 hours/week (local agent, Group II, starting basic salary KZT 704,565).  **Address:** Delegation of the European Union to Kazakhstan, 62 Kosmonavtov street, Z05E9E1 Nur-Sultan, Kazakhstan.  **Selection Criteria**  **Minimum Requirements:**   * Medically fit to perform the required duties; * Enjoys civil rights and permits for employment under local law; * Has excellent spoken and written skills in English, Russian and Kazakh – English is the working language of the Delegation; * Proven working experience of at least 2 years in an international organisation (public or commercial), or an Embassy; * A University Degree (at least Bachelor’s); * Full working proficiency with MS Office.   **The following will be considered an asset:**   * A Master’s Degree in political science, law, international relations or economics; * Knowledge of French; * Knowledge of statistical software.   **How to apply**  Please send your application and supporting documents to [Delegation-Kazakhstan-Vacancies@eeas.europa.eu](mailto:Delegation-Kazakhstan-Vacancies@eeas.europa.eu). (indicate the email address of the Career Center karrierezentrum@dku.kz in the copy of the letter)  The package should include a **cover letter and a detailed CV** (see annex below). The best candidates will be invited for a written test. The best performing candidates of the written test will then be invited for an interview. **Both the written test and the interview will be held in Nur-Sultan.**  **The deadline for applications is: 18 February 2022, 23:59, Local time.** | | |

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