

**ANNEX 1- 3rd Call for Contributions**

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| **Organisation:** | European Union Special Representative in Bosnia and Herzegovina |
| **Job Location:** | Sarajevo, Bosnia and Herzegovina |
| **Availability:** | Immediately |
| **Contract Regime:** | Seconded |

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| **Job Titles/Vacancy Notice:** | Political Adviser, Head of Banja Luka Office (IS 2024/01) – 1 position  Banja Luka  Seconded – Expert level |
| **Deadline for applications:** | Deadline for submitting applications is **28th February 2025 at 23:59 hours**  (Brussels time) |
| **Email address to send the Job Application Form/CV:** | **For seconded candidates:**  Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 and cover letter to the following email address:  [EUROPE-2@eeas.europa.eu](mailto:EUROPE-2@eeas.europa.eu)  or  [delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu](mailto:delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu)  **General aspects for seconded candidates:**  Interested candidates should use the standard application form (Annex 2), in which they can list all positions for which they are interested. It is essential that both the job title and corresponding reference number are clearly marked in the form. |
| **Information:** | For more information related to the selection and recruitment, please contact:    Igbala Skalonja (Ms) – EUSR in Bosnia and Herzegovina  Tel: + 387 33 560 837  email: delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu  For updates on this position and other EUSR positions please check our website  [europa.ba](https://www.eeas.europa.eu/delegations/bosnia-and-herzegovina/vacancies_en) |

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage and travel expenses to and from the Mission area (including home leave).

The EEAS, Western Balkans Division, requests EU Member States and European Institutions to second experts to the available position with the EUSR in BiH, according to the described requirements and profile:

1. **GENERAL CONDITIONS**

**Citizenship –** Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

**Integrity –** The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the EUSR Team. Candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to the EUSR Team or respective tasks and activities. The candidates shall carry out their duties and act in the interest of the EUSR.

**Flexibility** **and adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of the team with excellent interpersonal and communication skills and must be able to cope with possible extended separation from family and usual environment.

**Physical and mental health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

1. **REQUIREMENTS**

**II.A Essential Requirements**

The following are essential requirements in respect of international experts to the EUSR in Bosnia and Herzegovina for the Job Description:

1. **Education and Training**

The candidates should have a recognized academic qualification under the European Qualifications Framework (EFQ)[[1]](#footnote-1)\*, or equivalent, at a level specified in the individual job descriptions.

1. **Knowledge**

The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

1. **Skills and abilities**

**Language Skills** – The candidates must be fullyfluentin written and oral English language.

**Communication and Interpersonal Skills**- The candidates must have excellent interpersonal and communications skills, both written and oral.

**Organizational skills**- The candidates must have excellent organizational skills with the ability to prioritise work to meet tight deadlines, and a concern for order and accuracy.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

**Driving Skills** – Be in possession of a valid, including Bosnia and Herzegovina, civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive any 4x4 wheel drive vehicles.

*Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.*

**II.B Desirable Requirements**

**Knowledge of the Western Balkans** – The candidates should have good knowledge of the history, culture, social and political situation of the Western Balkans, in particular through field experience in a multilateral working environment.

**Language** - Proficiency in local language(s) will be considered an advantage.

1. **ESSENTIAL DOCUMENTS AND REQUIREMENTS FOR THE SELECTED CANDIDATES**

**Passport** – The selected candidate must obtain a passport from their respective national authorities. Possession of a valid diplomatic or service passport for seconded participants is optional.

**Visas** – Contributing States and selected candidate must ensure that visas are obtained for entry into Bosnia and Herzegovina prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Western Balkans/Bosnia and Herzegovina area.

**Education** diploma(s)/certificates or/and professional certificate(s) - The selected international candidates must have and present to the Mission the University diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

**Personnel Security Clearance (PSC)** –The selected candidate will have to be in possession of Personnel Security Clearance (PSC) at least “EU Secret” level. The seconded experts, the original national security clearance or a proof of initiation of the process must accompany them upon deployment. For contracted experts, if necessary, the process may be initiated by EUSR BiH.

**Medical Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for mission duty by a competent authority from the member State. This certification must accompany deployed seconded/contracted personnel.

*Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.*

1. **ADDITIONAL INFORMATION ON THE SELECTION PROCESS**

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The EUSR in Bosnia and Herzegovina encourages Member States and European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when using the standard Application Form (Annex 2) and indicating which position(s) the candidate is applying for. Application form must be accompanied by a cover letter.

**Selection process -** The candidates considered to be most suitable will be shortlisted and interviewed by audio/video skype/phone, before the final selection is made.

**Information on the Outcome** – Member States and European Institutions will be informed about the outcome of the selection process after its completion.

**Data Protection** – The EUSR Office processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

**Job Description** – The current reporting lines of the following job descriptions might be subject to modification based on the operational requirements.

1. **JOB DESCRIPTION**

**Terms of Reference**

**Position Title:                                          Political Adviser, Head of Banja Luka Office**

**Position Reference Number:                  IS 2024/01**

**Direct Supervisor:                                   EUSR Head of Political**

**Duty Station:                                           Banja Luka, Bosnia and Herzegovina (BiH)**

**Position available: Immediately**

The Political Advisor/Head of Banja Luka Office acts under the supervision of the Head of Political and represents the EUSR in the Area of Responsibility (AoR) comprising Banja Luka, the Western part of Republika Srpska (RS) and Una-Sana Canton in the Federation of BiH. The Banja Luka office comprises of the Advisor/Head, one local staff Political Adviser and one local staff Political Officer.

The Adviser ensures effective liaison, communication and cooperation with the relevant entity institutions of RS and other key stakeholders in the AoR. The Adviser monitors, analyses and reports on socio-political and economic developments and advises the executive and legislative authorities at the entity level on European integration matters.

The EUSR in BiH is double-hatted with the Head of Delegation of the European Union to BiH (the EUSR/HoD) and the offices and resources of the EUSR work in full collaborative and supportive association with the Delegation of the European Union to BiH, jointly forming the EU Office to BiH. The Adviser will work closely with colleagues from across the EU Office and may be required to work with the European ExternalAction Service, European Commission services and other EU institutions as required by the EUSR.

The EUSR modus operandi and internal organisation will necessarily evolve in accordance with decisions of the Council of the European Union and in relation to the challenges the EUSR meets in BiH. The duties and responsibilities outlined are therefore typical but not exclusive and the EUSR reserves the right to reasonably amend the duties and responsibilities here within.

Frequent travel within between duty station and Sarajevo HQ should be assumed.

**Typical Duties and Responsibilities:**

* Manage the EU Office in Banja Luka and coordinate its activities with the main EU Office in Sarajevo. Supervise staff members and ensure adherence to EUSR rules and regulations;
* Maintain a broad and load bearing network of relevant executive and legislative authorities, and other key stakeholders, including media, political Party Representatives, civil society organisations, international community representatives, academia, business associations, and religious institutions among others;
* Within this network, facilitate the engagement of the EUSR office, including by representing the EUSR/HoD and the EU Office and by advocating for the implementation of EU priorities and adoption of legislation in line with EU standards;
* Provide interlocutors with timely liaison, information, and advice on EU integration matters; Provide timely information, reporting and analysis on events and/or developments, political or otherwise, and contribute to weekly/flash reports and other reporting to the European External Action Service, European Commission services and other EU institutions as required;
* In cooperation with the Communications Section, facilitate and contribute to the EU's public advocacy actions;
* Organize and facilitate visits of the EUSR/HoD or Deputy Head of Delegation to the AoR;
* Other tasks as reasonably assigned by the EUSR and /or delegated authority.

**Professional Requirements/Qualifications:**

* University Degree in political science, economic or similar related to the post. A related advanced level degree qualification would be an advantage;
* Minimum of 6 (six) years of experience in government, diplomacy, international relations or European integration is required;
* Good knowledge of the European Union, its institutions and EU policies in the Western Balkans;
* Good knowledge of the overall situation in the Western Balkans, prior experience in BiH would be an asset;

**Competencies & Attributes:**

* Excellent diplomatic/political skills;
* Excellent communication, analytical and reporting skills;
* Proven team player with good interpersonal skills to interact within multicultural environment;
* Fluency in written and spoken English;
* Knowledge of the official languages of Bosnia and Herzegovina would be an asset;
* ICT skills commensurate with the scope of the post.

**General conditions:**

* National of a Member State of the European Union;
* The Candidate will need to be in possession of a necessary level of security clearance (EU Secret or equivalent) for the post. Further advice may be provided upon request;
* The Candidate will need to be certified medically fit for employment by a competent authority/person in the country of the candidate’s residence;
* Possession of a valid driver’s license “B” category and ability to drive EUSR official vehicles

1. \* <https://ec.europa.eu/ploteus/content/descriptors-page> [↑](#footnote-ref-1)