

ANNEX 1: Terms of Reference

| | |
|----------------------------------|---|
| Position: | Seconded Political Adviser for the Working Group I on Security of the Geneva International Discussions |
| Duty Station: | Brussels |
| Contractual category: | International seconded |
| Security Clearance Level: | EU Secret |

Main Responsibilities:

- To support, assist and advise the EUSR on all issues relating to the implementation of his mandate, especially relating to issues of Working Group I of the Geneva International Discussions on security as well as broader conflict related matters in Georgia;
- Liaise with representatives of EEAS and other EU institutions, EU member states and other countries in Brussels as well as with international organizations (in particular UN and OSCE);
- Follow the work of relevant Council working bodies and represent the EUSR as necessary;
- Elaborate and contribute to conflict resolution and confidence building efforts in support of the EUSR's mandate,
- Work in close coordination and liaison with the relevant EEAS structures on the non-recognition and engagement policy with break-away regions;
- To monitor and analyse political developments related to the South Caucasus and in particular focus on the conflict resolution efforts in Georgia;
- Prepare, participate and follow up on official EUSR visits both to the region and beyond as required;
- Prepare and/or contribute to political reporting and presentations of the EUSR;
- Maintain close links with relevant stakeholders involved in the framework of the Geneva International Discussions on all relevant levels;
- Carry out other duties as required.

Professional Requirements/Qualifications:

- Advanced University Degree in Political Sciences, Economy, Law, International Relations, Social Sciences or equivalent academic training relevant to the specific post;
- Previous working experience in EU institutions and international organisations (in particular UN and OSCE) would be beneficial;
- Previous work experience on the ground in the conflict areas covered by the EUSR's mandate;
- Working experience of at least 8 years in a position of relevance to the job, preferably in a diplomatic service or international organization, including experience from conflict resolution/mediation;
- Excellent analytical abilities;
- Very good interpersonal skills;
- Excellent drafting and verbal skills in English;
- Good knowledge of Russian language;
- Ability to operate independently;
- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility.

