

**EEAS**

**NOTICE OF VACANCIES**

for posts of

**cost-free SECONDED NATIONAL EXPERTS**

in **EUROPEAN UNION DELEGATIONS** outside the EU

**Central contact point for applications by e-mail:  
Division EEAS.BA.HR.2 – SNE-DELEGATIONS@eeas.europa.eu**

**Vacant posts for job profile “Political analysis and reporting” /  
Postes vacants pour le profil d’emploi «Analyse politique et reporting»**

	Delegation	N° post SYSPER2	Delegation section	Comments
1	<b>Serbia, Belgrade</b>	210119	HoD	Libre à partir de / vacant as of 31.07.2016

*Indicative list which may be completed by additional posts with equivalent profiles for Delegations in the same region or for another region*

*Listes indicatives susceptibles d’être complétées dans des profils équivalents par des postes additionnels pour des Délégations dans les mêmes régions ou pour d’autres régions.*

## END/SNE – JOB DESCRIPTION

### Job Framework

<u>Job Title:</u>	END/SNE – POLITICAL OFFICER
<u>Job Location:</u>	Delegation of the European Union to Serbia
<u>Job Number:</u>	210119
<u>Area of activity:</u>	POLITICAL SECTION
<u>Category:</u>	AD
<u>Duration of secondment:</u>	1-2 years (extension possible up to 4 years)

### Job Content

#### Overall purpose:

To support the EU Ambassador in the delivery of EUDEL Belgrade's political objectives, with a particular focus on support for the High Representative's role in facilitating the Dialogue between Belgrade and Pristina. The officer will be expected to take the lead in operational contacts with relevant interlocutors in the Serbian government, especially the Office for Kosovo. The officer will be responsible for analysis and reporting on the Belgrade-Pristina Dialogue from a Belgrade perspective, which will require strong familiarity with the political situation in both Serbia and Kosovo\* in an often fast-moving and unpredictable environment.

#### Functions and Duties:

The officer's key tasks will include:

- Monitoring developments in the implementation of agreements reached under the Dialogue so far.
- Acting as EUDEL's main point of contact for all matters connected with the Dialogue.
- Liaising and, where necessary, negotiating with Serbian government interlocutors on behalf of EEAS.
- Advising EEAS colleagues on Serbia's approach to the Dialogue, offering written and oral reporting and analysis in coordination with HoD and other colleagues in EUDEL and EULEX.
- Briefing EUMS as required.
- Offering support to the facilitation of the Dialogue through direct involvement in Dialogue meetings in Brussels and elsewhere.
- Acting as EUDEL's main point of contact with the Kosovo Liaison Officer in Belgrade.
- Maintaining active working links with the office of the EUSR in Pristina and ensuring that HoD and EUDEL are briefed on key developments in Kosovo\* relevant to the Dialogue and its implementation.

## **Job Requirements**

**Education and Training:** University diploma law, political science, economy, business administration or any other related issue

**Knowledge and Experience:** Relevant experience of political reporting and analysis in third countries will be expected, preferably from working in a MS embassy or EU delegation. Experience of political reporting from the Western Balkans, and specifically direct experience from Kosovo will be an advantage. Experience of working in an international environment or in international organisations is essential.

## **Skills**

**Linguistic skills:** Thorough knowledge (capacity to write and speak fluently) in English is required. Knowledge of Serbian or Croatian will be an advantage.

**Communication skills:** Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

**Interpersonal skills:** Teamwork. Coordination and communication skills.

**Intellectual skills:** Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

**Management skills:** Experience of working successfully as part of a team.

## **Personal Qualities**

Dynamic. Motivated and flexible personality. Ability to adapt quickly to new situations and deal with new challenges. Good networker. Ability to communicate fluently and convincingly, often with significantly more senior interlocutors. Readiness to work outside normal office hours when needed.