



### Terms of Reference

Position Title: Political Adviser  
Position reference number:  
Direct Supervisor: EUSR - Head of Political  
Duty Station: Sarajevo, BiH  
Position available: 1 July 2016

The incumbent will contribute to mandate and policies of the European Union Special Representative in Bosnia and Herzegovina (EUSR).

The EUSR in BiH is double-hatted with the EU Head of Delegation. The Head of Delegation has other responsibilities that are the competency of the European Commission and in this respect the Commission remains responsible for its related policies and the implementation of its external assistance.

The advisor will work in the EUSR Political Section under the direct supervision of the Head of Political or a staff member assigned by the latter. In accordance with the EUSR mandate to “*facilitate progress on political, economic and European standards priorities*”, the Political Adviser will, under the direction of the Head of Political work in close conjunction with the Commission and the EEAS services.

The EUSR *modus operandi* and internal organisation will necessarily evolve in accordance with decisions of the Council and in relation to the challenges the EUSR 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.

### Typical Duties and Responsibilities

Under the supervision of the Head of Political, the incumbent:

- Produces high-quality analytical reports and formulates policy options on prioritized and/or issues relating to the political priorities for the EUSR;
- Interacts with high-level officials as well as with international community partners;
- Establishes and maintains a network of contacts with relevant international and national partners;
- Analyses implications and identifies priorities related to emerging issues and makes recommendations on possible actions;
- Ensures the uniform exchange of information and facilitates timely and accurate information flows between the EUSR, Political Office, the EUSR and the Delegation Offices in the EUSR/EUD, the EEAS and the European Commission;
- Provides substantive inputs for EUSR policy/strategy papers and other documents as directed;
- Drafts high quality English language reports, notes and speeches to be delivered by the EUSR/HoD and others as required;

- Represents the EUSR in international conferences and meetings on issues pertaining to the EUSR mandate as directed;
- Supports high-level missions and official delegations visiting BiH;
- Consistently advocates EU standards and best practices;
- Other tasks as required.

### **Professional Requirements/Qualifications**

- Advanced University degree in Political Sciences, International Relations, Diplomacy, Law, History, Social Sciences, Economics or other relevant subject
- Minimum 10 (ten) years of experience in a policy, analytical and/or implementation position in a national or international context
- Sound knowledge of the EU Institutions and European policies, particularly related to the Common Foreign and Security Policy and the policy of enlargement;
- Thorough understanding of the political situation in Bosnia and Herzegovina and Western Balkans region.
- Experience working with high-level government and other officials;

### **Competencies & Attributes**

- Proven writing skills in the English language;
- Excellent political and analytical skills;
- Sound judgment in identifying priorities from information received;
- Ability to synthesize information and draft clearly, succinctly and under tight deadlines;
- Ability to be a team-player as well as to work independently;
- High appreciation of confidentiality and flexibility;
- Ability to work long hours with focus on result and objectives;
- Shows pride in work and in achievements;
- ICT skills commensurate with the scope of the post;
- Good interpersonal skills to interact within multicultural environment;
- Fluency in one of the official languages of BiH would be an asset.

### **General conditions**

- National of a European Union Member State;
- Ability to obtain and maintain a Security Clearance (EU Secret or equivalent) from the incumbent's country of residence;
- Certified medically fit for employment by a competent authority from the incumbent's country of residence.