



Terms of Reference

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| Position Title: | Political Adviser - Reporting |
| Position reference number: | |
| Direct Supervisor: | EUSR Head of Political |
| Duty Station: | Sarajevo, Bosnia and Herzegovina |
| 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

- Drafts reports, political analysis and strategy papers as requested by the EUSR;
- Monitors developments of relevance for the implementation of the EUSR mandate and prepare mandate implementation reports;
- Maintains close contact with the members of the EUSR and EU Office teams to ensure full coverage of office activities in the reporting;
- Prepares or coordinates reports [minutes] from meetings or conferences;
- Accompanies and support the EUSR as directed at meetings and occasionally on missions;
- Develops, coordinates and tracks internal/external distribution of reports and other documents;
- Prepares and systematically updates information material (Fact Sheets, FAQs, backgrounders, data tables), briefings, and presentations;
- Manages the EUSR document archive and secure data communications;
- As required, provides written inputs for EUSR policy/strategy papers, and other reports;
- As directed, represents the EUSR in meetings and conferences;
- Supports high-level missions and official delegations visiting BiH;
- Consistently advocates EU standards and best practices;
- Performs other duties as directed by the EUSR or delegated authority.



EUROPEAN UNION

SPECIAL REPRESENTATIVE IN BOSNIA AND HERZEGOVINA

Professional Requirements/Qualifications

- University degree in Political Sciences, International Relations, Diplomacy, Law, History, Social Sciences, Economics or other relevant subject
- Minimum 5 (five) 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.

Competencies & Attributes

- Proven superior 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 in the incumbent's country of residence.