



EUROPEAN EXTERNAL ACTION SERVICE

EU Special Representative for the South Caucasus and the crisis in Georgia

CALL FOR CONTRIBUTIONS

ANNEX 2: Terms of Reference

Position:	Seconded Political Advisor
Duty Station:	Georgia (Tbilisi)
Contractual category:	Seconded (Expert Category)
Security Clearance Level:	EU Secret

1. Job Description

- To support, assist and advise the EUSR on a broad range of issues according to the EUSR mandate;
- To monitor regional developments and to prepare summaries and analytical reports on these developments and advise the EUSR accordingly;
- To analyze possible implications of emerging issues and make recommendations on adequate measures;
- To liaise with local, regional and international actors and organizations with a view of ensuring clear communication and broad consultative and inclusive process among actors involved;
- To prepare EUSR visits and support the EUSR on these visits;
- To monitor and analyse political developments related to the South Caucasus and in particular focus on the conflict resolution efforts in Georgia;
- To support activities relating to the Geneva International Discussions where applicable;
- To liaise closely with the EU Delegation and relevant EEAS structures in Brussels in order to help ensuring coherence of EU efforts;
- any other tasks as assigned by the EUSR.

2. Qualifications and Experience

- Advanced University Degree in Political Sciences, Economy, Law, International relations, Social Sciences or equivalent academic training relevant to the specific post;
- A minimum of 8 years of experience of professional experience in a position of relevance to the job;
- Excellent analytical abilities, drafting and verbal skills in English;
- Experience from diplomacy and field work in international organizations or agencies;
- Experience in working in conflict environments and on conflict resolution.
- Good knowledge of Russian
- Knowledge of the region, its history and culture, the social and administrative structures and overall political situation;
- Excellent organizational, managerial, analytical and problem-solving skills;
- Excellent interpersonal and communications skills and ability to work as member of a team;
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule.