

**EUROPEAN UNION****Special Representative for the Belgrade-Pristina Dialogue
and other Western Balkan regional issues**

Position Title:	Political Adviser
Position reference number:	2021/03
Direct Supervisor:	EUSR DWB
Duty Station:	Pristina, Kosovo

The Political Adviser will be a core member of the EUSR DWB's team based in Kosovo and s/he will work directly under him. S/he will manage a team of two locally recruited staff members.

The Adviser will take the lead in operational contacts with relevant interlocutors of the local authorities in Kosovo, in close coordination with the EUSR DWB team in Brussels. The Adviser will act as the EUSR DWB's direct representative and focal point also for other interlocutors in Kosovo for all matters related to the Belgrade-Pristina Dialogue. The Adviser will be responsible for analysis and reporting on the Belgrade-Pristina Dialogue from the Kosovo perspective, which will require strong familiarity with the political situation in both Kosovo and Serbia in an often fast-moving and unpredictable environment.

The Adviser will cooperate closely with the EU Office/ EUSR in Kosovo and EULEX and liaise with relevant staff from EEAS, Commission as well as the EUSR DWB staff based in Belgrade.

1. Main tasks and responsibilities

- Acting as the EUSR DWB's point of contact in Kosovo for all matters connected to the Belgrade-Pristina Dialogue and the normalisation process.

- Supporting the facilitation of the Belgrade-Pristina Dialogue through direct involvement in Dialogue meetings in Brussels and elsewhere, as required by the EUSR DWB.
- Liaising and, where necessary, negotiating with the government in Kosovo (including the Dialogue Chief Negotiator and his office, and line ministries) on behalf of the EUSR DWB.
- Facilitating the implementation of arrangements and results achieved through the EU-facilitated Dialogue between Pristina and Belgrade;
- Monitoring developments of implementation and advising on all issues of relevance related to the work of EUSR DWB.
- Liaising regularly with a broad range of different Kosovo-based local, regional and international actors, stakeholders and partners, in close coordination with the broader EUSR DWB team, as appropriate, with a view of ensuring clear communication and a broad consultative and inclusive process among actors involve.
- Advising the EUSR DWB and his team on Kosovo's approach to the Belgrade-Pristina Dialogue and providing precise written and oral reporting and analysis on all matters connected to the Dialogue to the EUSR DWB team, as appropriate.
- Analysing possible implications of emerging issues and making recommendations on possible measures.
- Briefing EU Member States in Kosovo, as required by the EUSR DWB.
- Coordinating and cooperating with EUOK/EUSR and EULEX and ensuring that the EUSR in Kosovo is informed of key developments on matters relevant to the Dialogue.
- Acting as the main point of contact with the Serbia Liaison Officer in Pristina and providing him/her with support as appropriate.
- Managing the day-to-day work of the EUSR DWB team in Pristina;
- Undertaking any other tasks as required.

2. Job requirements

- Master's degree or equivalent in Law, Political Sciences, International Relations, Public or Business Administration/Management or other relevant field
- At least 10 years of professional experience, preferably in an international, political and/or diplomatic context. Experience in working in an international environment is essential. Relevant experience in political advisory tasks, reporting and analysis will be expected, preferably from working in a Member State embassy, an international organisation(s) or EU delegation. Experience in the context of diplomatic negotiations and mediation efforts is an asset.
- Experience from the Western Balkans and specifically direct experience from Kosovo and/or Serbia is desirable.
- Good knowledge of the European Union policies and institutions, particularly CFSP and Enlargement policies;
- Good knowledge of legal frameworks of Kosovo and Serbia and the relevant political setting;
- Excellent negotiating skills and the ability to work professionally in a stressful and diverse working environment.
- Excellent coordination, communication and networking skills under time constraints in an international diplomatic and multilingual environment. Ability to communicate fluently and convincingly, often with significantly more senior interlocutors.
- Excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions and articulate them clearly.
- Ability to maintain highest standards of personal integrity, impartiality and self-discipline within the EUSR DWB Team.
- Proactive, dynamic, motivated and flexible personality. Ability to adapt quickly to new situations, deal with new challenges and meet tight deadlines. Readiness to work outside normal office hours when needed.
- Ability to show initiative, work independently and as part of a team;
- Ability to operate Windows, including MS Office and Video-Conferencing tools. Knowledge of other IT tools will be an asset.

- Fluency in spoken and written English;
- Working knowledge of Albanian and/or Serbian is an asset;
- In possession of a valid civilian driver licence for motor vehicles (Category B or equivalent).

The EUSR DWB is committed to achieving gender balance in its staff. Female candidates are strongly encouraged to apply for this position.