



ANNEX 1- 2nd Call for Contributions

Organisation:	European Union Special Representative in Bosnia and Herzegovina
Job Location:	Sarajevo, Bosnia and Herzegovina
Availability:	Immediately
Contract Regime:	Seconded

Job Titles/Vacancy Notice:	<ul style="list-style-type: none"> International Adviser (Chapter 24 - Justice, Freedom and Security) (IS 2022/06) – 1 position Sarajevo Seconded – Expert level International Adviser (Chapter 23 - Anti-Corruption and Judiciary) (IS 2022/07) – 1 position Sarajevo Seconded – Expert level
Deadline for applications:	Deadline for submitting applications is 14th November 2022 at 17:00 hours (Brussels time)
Email address to send the Job Application Form/CV:	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 and cover letter to the following email address:</p> <p style="text-align: center;">EUROPE-2@eeas.europa.eu</p> <p>delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu</p> <p>General aspects for seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list all positions for which they are interested. It is essential that both the job title and corresponding reference number are clearly marked in the form.</p>

Information:	<p>For more information related to the selection and recruitment, please contact:</p> <p style="text-align: center;">Aida Zunic (Ms) – EUSR in Bosnia and Herzegovina Tel: + 387 33 560 833</p> <p style="text-align: center;">Igbala Skalonja (Ms) – EUSR in Bosnia and Herzegovina Tel: + 387 33 560 837</p> <p>email: delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu</p> <p>For updates on this position and other EUSR positions please check our website http://europa.ba</p>
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Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage and travel expenses to and from the Mission area (including home leave).

Documents supporting educational qualifications and work experience, if issued in another language, should be accompanied by certified translations of the original documents in English language in accordance with the article VI.1.2 of the Guidelines on the main principles of classification of posts and grading of international contracted staff.

The EEAS, Western Balkans Division, requests EU Member States and European Institutions to second experts to the available position with the EUSR in BiH, according to the described requirements and profile:

I. GENERAL CONDITIONS

Citizenship – Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the EUSR Team. Candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to the EUSR Team or respective tasks and activities. The candidates shall carry out their duties and act in the interest of the EUSR.

Flexibility and adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of the team with excellent interpersonal and communication skills and must be able to cope with possible extended separation from family and usual environment.

Physical and mental health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of international experts to the EUSR in Bosnia and Herzegovina for the Job Description:

1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EFQ)*, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

Language Skills – The candidates must be fully fluent in written and oral English language.

Communication and Interpersonal Skills- The candidates must have excellent interpersonal and communications skills, both written and oral.

Organizational skills- The candidates must have excellent organizational skills with the ability to prioritise work to meet tight deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Driving Skills – Be in possession of a valid, including Bosnia and Herzegovina, civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive any 4x4 wheel drive vehicles.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

II.B Desirable Requirements

Knowledge of the Western Balkans – The candidates should have good knowledge of the history, culture, social and political situation of the Western Balkans, in particular through field experience in a multilateral working environment.

Language - Proficiency in local language(s) will be considered an advantage.

III. ESSENTIAL DOCUMENTS AND REQUIREMENTS FOR THE SELECTED CANDIDATES

Passport – The selected candidate must obtain a passport from their respective national authorities. Possession of a valid diplomatic or service passport for seconded participants is optional.

Visas – Contributing States and selected candidate must ensure that visas are obtained for entry into Bosnia and Herzegovina prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Western Balkans/Bosnia and Herzegovina area.

Education diploma(s)/certificates or/and professional certificate(s) - The selected international candidates must have and present to the Mission the University diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

Personnel Security Clearance (PSC) –The selected candidate will have to be in possession of Personnel Security Clearance (PSC) at least “EU Secret” level. The seconded experts, the original national security clearance or a proof of initiation of the process must accompany them upon deployment.

Medical Certificate – The selected candidates should undergo a medical examination and be certified medically fit for mission duty by a competent authority from the member State. This certification must accompany deployed seconded/contracted personnel.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

* <https://ec.europa.eu/ploteus/content/descriptors-page>

IV. ADDITIONAL INFORMATION ON THE SELECTION PROCESS

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The EUSR in Bosnia and Herzegovina encourages Member States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the standard Application Form (Annex 2) and indicating which position(s) the candidate is applying for. Application form must be accompanied by a cover letter.

Selection process - The candidates considered to be most suitable will be shortlisted and interviewed by audio/video skype/phone, before the final selection is made.

Information on the Outcome –Member States and European Institutions will be informed about the outcome of the selection process after its completion.

Data Protection – The EUSR Office processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

Job Description – The current reporting lines of the following job descriptions might be subject to modification based on the operational requirements.

V. JOB DESCRIPTIONS

Position Title:	International Adviser (Chapter 24 - Justice, Freedom and Security)
Position reference number :	IS 2022/06
Direct Supervisor:	Head of Rule of Law Section
Duty Station:	Sarajevo, Bosnia and Herzegovina

The International Adviser is an expert adviser reporting to the Head of Rule of Law section as part of European Union Special Representative (EUSR). S/he represents the Rule of Law Section in all aspects of the EUSR mandate in accordance with the terms of reference of the section.

The European Union Special Representative (EUSR) in BiH is double-hatted with the European Union Head of Delegation (EU HoD) and the offices and resources of the EUSR work in full collaborative and supportive association with the Delegation of the European Union to BiH. The EUSR also provides strategic advice to EUFOR/Althea.

Together, the Office of the EUSR and the Delegation of the European Union to BiH are referred to as the EU Office. In accordance with the EUSR mandate to *'facilitate progress on political, economic and European standards priorities'*, the Adviser will also work closely with the European External Action Service, European Commission services and other EU institutions as required by the EUSR.

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

The post is generally responsible for monitoring, analysis, advice and assistance in relation to Chapter 24 of the EU acquis, with a specific emphasis on law enforcement and the fight against organised crime, terrorism and other forms of serious and cross-border crime.

In line with the EUSR mandate, under the supervision of the Head of Rule of Law Section, typical tasks in relation to the assigned sectors include to:

- Provide substantive and technical analysis and advice to facilitate progress on BiH alignment with European standards on law enforcement and the fight against organised crime, terrorism and other forms of serious and cross-border crime, in line with the European Commission's analytical report and Opinion;
- Monitor, report and provide early warning and advice on institutional/judicial/legal/legislative developments;

- Contribute to the formulation of recommendations and strategies, including by identifying key areas of support;
- Conduct outreach and advocacy activities and provide expertise, advice and assistance to BiH authorities to facilitate progress in the above sectors, including by supporting technical processes and initiatives;
- Supports BiH to improve international cooperation with EU, Regional and International police/law enforcement/security institutions and mechanisms related to Chapter 24 of the EU *acquis*
- Liaise and co-ordinate with relevant local and international community actors on policy matters;
- Draft and/or contribute to regular and ad hoc analytical reporting, flash reports and briefings, background papers, including talking points and policy lines;
- Closely collaborate and co-ordinate with other EU staff and participate in and contribute to cross departmental efforts;
- Accompany or represent EUSR and other EU officials on external activities, including missions away from the workplace and outside of BiH;
- Support the EU's external communications and public outreach activities; and
- Other tasks as assigned by the EUSR and/or delegated authority.

Professional Requirements/Qualifications

- Minimum 8 years of extended experience in complex political environments, post-conflict and/or developing countries and communities, with policy level experience;
- Advanced/first level university degree in law, criminology, policing, security or other suitable subjects related to the rule of law;
- Extensive track record of work in the field of law enforcement, with a particular focus on one or more of the following areas: Counter Terrorism (incl. Prevention & Countering Violent Extremism), countering Organised, Serious, Cyber and Cross-Border Crime, Migration and Border management;
- Good knowledge of EU related policies for South East Europe, Western Balkans and BiH
- Knowledge of EU *acquis* and international standards in relation to Chapter 24 of the *acquis*, with a focus on law enforcement and the fight against organised crime, terrorism and other forms of serious and cross-border crime;
- Good knowledge of the European Union, the European Union institutions (e.g. EUROPOL, EUROJUST, FRONTEX, European Anti-Fraud Office, European Public Prosecutor's Office, CEPOL, EMCDD) with knowledge of relevant policies, including the CSDP and CFSP is considered an asset

Competencies & Attributes

- Proven track record of relevant operational or policy-level work in a national or international environment;
- Strategic vision and the capacity to implement deliverables in a politically sensitive operational environment;
- Experience of interacting with interlocutors at strategic, political and policy level;
- Team-player; taking initiative with high sense of confidentiality and flexibility;
- Ability to work independently;
- Excellent interpersonal skills, communication and reporting skills (English language), with the ability to present information in a clear and concise manner;
- ICT skills commensurate with the scope of the post;
- Fluency in written and spoken English language;
- Knowledge of the official languages of Bosnia and Herzegovina considered an advantage.

General conditions

- National of a Member State of the European Union;
- The Candidate will need to be in possession of a necessary level of security clearance (EU Secret or equivalent) for the post. Further advice may be provided upon request;
- The Candidate will need to be certified medically fit for employment by a competent authority/person in the country of the candidate's residence.
- Possession of a valid driver's license "B" category and ability to drive EUSR official vehicles.

Position Title: International Adviser (Chapter 23, Anti-Corruption and Judiciary)
Position reference number : IS 2022/07
Direct Supervisor: Head of Rule of Law Section
Duty Station: Sarajevo, Bosnia and Herzegovina

The International Adviser is an expert Adviser reporting to the Head of Rule of Law section as part of European Union Special Representative (EUSR). S/he represents the Rule of Law Section in all aspects of the EUSR mandate in accordance with the terms of reference of the section.

The European Union Special Representative (EUSR) in BiH is double-hatted with the European Union Head of Delegation (EU HoD) and the offices and resources of the EUSR work in full collaborative and supportive association with the Delegation of the European Union to BiH. The EUSR also provides strategic advice to EUFOR/Althea.

Together, the Office of the EUSR and the Delegation of the European Union to BiH are referred to as the EU Office. In accordance with the EUSR mandate to *'facilitate progress on political, economic and European standards priorities'*, the Adviser will also work closely with the European External Action Service, European Commission services and other EU institutions as required by the EUSR.

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

The post is generally responsible for monitoring, analysis, advice and assistance in relation to Chapter 23 of the EU *acquis*, with a specific emphasis on the sectors anti-corruption and the functioning of the BiH judicial system.

In line with the EUSR mandate, under the supervision of the Head of Rule of Law Section, typical tasks in relation to the assigned sectors include to:

- Provide substantive and technical analysis and advice to facilitate progress on BiH alignment with European standards in the fight against corruption and the functioning of the judiciary, in line with the European Commission's analytical report and Opinion;
- Monitor, report and provide early warning and advice on institutional/judicial/legal/legislative developments;
- Contribute to the formulation of recommendations and strategies, including by identifying key areas of support;
- Conduct outreach and advocacy activities and provide expertise, advice and assistance to BiH authorities to facilitate progress in the above sectors, including by supporting technical processes and initiatives;
- Supports BiH to improve international cooperation with EU, Regional and International judicial/legal institutions and mechanisms related to Chapter 23 of the EU *acquis*
- Liaise and co-ordinate with relevant local and international community actors on policy matters;
- Draft and/or contribute to regular and ad hoc analytical reporting, flash reports and briefings, background papers, including talking points and policy lines;
- Closely collaborate and co-ordinate with other EU staff and participate in and contribute to cross departmental efforts;
- Accompany or represent EUSR and other EU officials on external activities, including missions away from the workplace and outside of BiH;
- Support the EU's external communications and public outreach activities; and
- Other tasks as assigned by the EUSR and/or delegated authority.

Professional Requirements/Qualifications

- Minimum 8 years of extended experience in complex political environments, post-conflict and/or developing countries and communities, with policy level experience;
- Advanced/first level university degree in law, criminology, or other suitable subjects related to the rule of law;
- Extensive track record of work in the field of Anti-Corruption and/or Judiciary;
- Good knowledge of EU related policies for South East Europe, Western Balkans and BiH
- Knowledge of EU *acquis* and international standards in relation to Chapter 23 of the *acquis*, with a focus on the fight against corruption and judicial independence, integrity, impartiality and efficiency;

- Good knowledge of the European Union, the European Union institutions (e.g. EUROJUST, European Anti-Fraud Office, European Public Prosecutor's Office) with knowledge of relevant policies, including the CSDP and CFSP is considered an asset

Competencies & Attributes

- Proven track record of relevant operational or policy-level work in a national or international environment;
- Strategic vision and the capacity to implement deliverables in a politically sensitive operational environment;
- Experience of interacting with interlocutors at strategic, political and policy level;
- Team-player; taking initiative with high sense of confidentiality and flexibility;
- Ability to work independently;
- Excellent interpersonal skills, communication and reporting skills (English language), with the ability to present information in a clear and concise manner;
- ICT skills commensurate with the scope of the post;
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General conditions

- National of a Member State of the European Union;
- The Candidate will need to be in possession of a necessary level of security clearance (EU Secret or equivalent) for the post. Further advice may be provided upon request;
- The Candidate will need to be certified medically fit for employment by a competent authority/person in the country of the candidate's residence.
- Possession of a valid driver's license "B" category and ability to drive EUSR official vehicles.