

EUROPEAN EXTERNAL ACTION SERVICE



EUSR FOR THE SOUTH CAUCASUS AND THE CRISIS IN GEORGIA TOIVO KLAAR

*Replaces the version dated 17 February 2023*

Brussels, 23 February 2023

Dear Ambassador,

I would like to inform you about the vacancy in my team for the position of:

**SECONDED CHIEF OF CABINET/POLITICAL ADVISOR - BRUSSELS OFFICE**

and kindly ask for your assistance in bringing the announcement to the attention of your national authorities.

Attached, you will find the terms of reference for this post and application form.

The deadline to submit the applications is 17 March 2023.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Toivo Klaar'.

Toivo Klaar

## EUROPEAN EXTERNAL ACTION SERVICE



### EUSR FOR THE SOUTH CAUCASUS AND THE CRISIS IN GEORGIA TOIVO KLAAR

#### VACANCY NOTICE

Organisation	EU SPECIAL REPRESENTATIVE FOR THE SOUTH CAUCASUS AND THE CRISIS IN GEORGIA
Job Title	SECONDED CHIEF OF CABINET/POLITICAL ADVISOR
Duty Station	BRUSSELS OFFICE
Availability	1 SEPTEMBER 2023
Duration	IN LINE WITH THE DURATION OF NEXT MANADATE
Contract regime	SECONDED
Remuneration	The Member State or the EU institution respectively shall cover the remuneration of personnel seconded by a Member State or an EU institution to the EUSR. Staff seconded to the EU Special Representative shall receive daily allowance of 157,35 € EUR. This amount may be subject to adjustment every six months.
Legal basis	COUNCIL DECISION (CFSP) 2022/1237 of 18 July 2022, extending the mandate of the European Union Special Representative for the South Caucasus and the crisis in Georgia until 31 August 2023 and amending COUNCIL DECISION (CFSP) 2018/907 of 25 June 2018.
Security Clearance	Candidates should possess or to able to obtain a national security clearance at "EU SECRET" level or equivalent.
Essential Requirements	Citizenship - Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.
Methodology	All candidates should use the attached application form and submit it to the office of Special Representative for South Caucasus and Crisis in Georgia by email.  The candidates considered as most suitable will be shortlisted and interviewed by audio-visual means.  Only shortlisted candidates will receive information about the outcome of the selection process.
Deadline for applications	Friday, 17 March 2023 (COB)
Email address to send the completed application form	Bjoern.KUEHNE@ext.eeas.europa.eu and Joanna.RAU@ext.eeas.europa.eu
More information can be obtained from	Joanna Rau Tel: + 32 2 584 91 83

# EUROPEAN EXTERNAL ACTION SERVICE



## EUSR FOR THE SOUTH CAUCASUS AND THE CRISIS IN GEORGIA TOIVO KLAAR

### VACANCY NOTICE

### SECONDED CHIEF OF CABINET/POLITICAL ADVISOR TO THE EUSR FOR THE SOUTH CAUCASUS AND THE CRISIS IN GEORGIA, BRUSSELS OFFICE

#### TERMS OF REFERENCE

Replaces the version dated 17 February 2023

Brussels, 23 February 2023

#### **Main Responsibilities as Chief of Cabinet/Political Advisor:**

- Advise, support and assist the EUSR on all matters related to the implementation of his mandate;
- On behalf of the EUSR, manage the EUSR office including administration, personnel and budget across the five deployment locations (Brussels, Tbilisi, Baku and Yerevan);
- To this effect, act as "Interim Head of Office" vis-à-vis the European Commission in the implementation of the EUSR's contractual obligations; during the absence of an EUSR ensure the interim implementation of the contract;
- On behalf of the EUSR, provide guidance to the office in the implementation of the mandate when and as required;
- On behalf of the EUSR, keep close contact with relevant authorities and political interlocutors in the South Caucasus and Russia on conflict related issues in pursuit of the mandate;
- Liaise with representatives of EU institutions, EU member states and other countries in Brussels and the South Caucasus as well as with international organizations (in particular the UN family and OSCE);
- Follow the work of the EU institutions in Brussels and represent the EUSR as necessary;
- Work in close coordination and liaison with the relevant EEAS structures on conflict related issues in the South Caucasus;
- Coordinate the preparation and follow up of official EUSR visits and participate in them, both to the region and beyond as required;
- Coordinate the preparation and contribute to political reporting, presentations and speeches of the EUSR; draft reports related to the mandate of the EUSR;
- Carry out other duties as required.

#### **Professional Requirements/Qualifications:**

- Advanced University Degree in Political Sciences, Economy, Law, International Relations, Social Sciences or equivalent academic training relevant to the specific post;
- Working experience of at least 10 years, preferably in a diplomatic service or international organisation;
- Working understanding of EU institutions and international organisations (in particular UN and OSCE);
- Previous experience in the relevant field, especially field knowledge and experience related to the conflicts in the South Caucasus;
- Management experience, including personnel and budget related;

- Experience from diplomacy and field work in international organisations in conflict settings with a particular focus on experience in mediation and negotiations;
- Excellent analytical abilities;
- Very good interpersonal skills;
- Excellent drafting and verbal skills in English;
- Knowledge of Russian language will be an asset;
- Ability to operate independently and provide leadership and guidance;
- Ability to take initiative and work in team setting with a high sense of confidentiality and flexibility.

# EUROPEAN EXTERNAL ACTION SERVICE



## EUSR FOR THE SOUTH CAUCASUS AND THE CRISIS IN GEORGIA TOIVO KLAAR

### APPLICATION FORM Deadline: 17 March 2023

#### SECONDED CHIEF OF CABINET/POLITICAL ADVISOR EUSR FOR THE SOUTH CAUCASUS AND THE CRISIS IN GEORGIA, BRUSSELS OFFICE

(Please fill the application electronically and answer each question clearly and completely.)

#### A – PERSONAL DATA

Family Name	First Name	Passport/ID number	
Date of Birth (DD/DD/MM/YYYY)	Place of Birth	Country of Birth	Gender
Present nationality	Do you have multiple nationality?	Other nationality	
Marital Status	Dependents	Blood Type	

#### Mailing Address (or where you may be reached)

Street	Zip/Postal Code	
Town/City	County/State/Province	Country
Telephone No.	Fax No.	Email Address

## B – EDUCATION AND PROFESSIONAL TRAINING

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### University Education or Equivalent

Give full details in chronological order starting from the most recent degree/diploma achieved. Include courses and post-graduate studies if applicable.

Name Institution /University place and country	Degrees/Qualifications Obtained (Title of qualification awarded)	I. Main Course/Field of Study	Attended (DD/MM/YY)	
			From:	To:

## C – EMPLOYMENT RECORD

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Starting with your current position, list in reverse chronological order relevant professional positions held. Use a separate block for each position.

II. Organisation, place and country	Position Held	Category/Rank	Date (DD/MM/YY)	
			From	To
Description of your duties and responsibilities:				

### Previous relevant positions (1)

III. Organisation, place and country	Position Held	Category/Rank	Date (DD/MM/YY)	
			From	To
Description of your duties and responsibilities:				

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**Previous relevant positions (2)**

IV. Organisation, place and country	Position Held	Category/Rank	Date (DD/MM/YY)	
			From	To

Description of your duties and responsibilities:

**Previous relevant positions (3)**

V. Organisation, place and country	Position Held	Category/Rank	Date (DD/MM/YY)	
			From	To

Description of your duties and responsibilities:

**Other previous employment**

VI. Organisation, place and country	Position Held	Category/Rank	Date (DD/MM/YY)	
			From	To
VII.				
VIII.				
IX.				
X.				

**Previous international field mission experience**

(Please provide exact details in reverse chronological order.)

XI.	Organisation	Place and country	Position Held	Date (DD/MM/YY)	
				From	To
XII.					
XIII.					
XIV.					
XV.					
XVI.					

**D – FURTHER SKILLS**

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<b>Native Language</b>	
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Other languages	Level of proficiency			
	Speak	Write	Read	Understand

**A** = Professional Fluency; **B** = Working Knowledge; **C** = Limited Knowledge

**E – ADDITIONAL INFORMATION**

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List your current membership(s) in professional associations/societies and your activities in civic, public or international organisations or affairs

List trades/professions in which you are currently licensed



List any significant publications you have written (Do not attach)

Explain briefly why you wish to join the EUSR Office

By submitting this application form, I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on the Application Form will result in the application being void and will result in termination or dismissal from the mission.

Signature	Place	Date