

Annex 1

Seconded political adviser to EUSR for Central Asia

Terms of Reference

Place of employment: Brussels, Office of the EUSR for Central Asia

Main Responsibilities:

- provide political advice to the EUSR on all Central Asian dossiers;
- flexibility to travel and accompany the EUSR on her missions, including expert advice and protocol;
- preparation of talking points and background analysis;
- drafting policy papers;
- drafting speeches for conferences on Central Asia;
- representing the EUSR at conferences and international meetings upon request;
- liaising between the EUSR team and relevant EEAS services;
- liaising with COEST and other Council working groups.

Qualifications and Experience:

- Diplomatic experience, including bilateral and/or multilateral negotiations;
- Ability to work in multicultural environment;
- Work experience related to Central Asia, especially with international organisations or other structures;
- Familiarity with EU affairs and good understanding of the EU/EEAS system;
- Full fluency in speaking and writing in English,
Knowledge of Russian is essential,
Familiarity with Central Asian languages will be welcomed;
- Good interpersonal and communication skills and familiarity with diplomatic protocol;
- Good administrative skills;
- Ability to handle stressful situations.