

# EUROPEAN EXTERNAL ACTION SERVICE



European Union Special Representative for the South Caucasus and the crisis in Georgia

Toivo Klaar

## VACANCY - TERMS OF REFERENCE

### SECONDED POLITICAL ADVISOR BASED IN AZERBAIJAN

#### Main Responsibilities

- To support, assist and advise the EUSR on a broad range of issues relevant to the EUSR mandate;
- To monitor regional and local 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 how the EUSR could respond to those;
- To liaise with local, regional and international actors and organizations with a view to advance the EUSR objectives by ensuring clear communication and a broad consultative and inclusive process among actors involved;
- To advise on and 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 normalization of relations between Azerbaijan and Armenia and on overall efforts towards building sustainable peace in the region;
- To liaise closely with the EU Delegation and relevant EEAS structures in Brussels in order to help ensuring coherence of the EU efforts;
- To support EU's programming on peacebuilding and conflict resolution including with strategic planning, project design, program monitoring and follow up;
- To undertake any other tasks as assigned by the EUSR.

#### Professional requirements/Qualifications

- Advanced University Degree in Political Sciences, Economy, Law, International relations, Social Sciences or equivalent academic training relevant to the specific post;
- A minimum of 5 years of professional experience in a position of relevance to the job;
- Experience in working in conflict environments and on conflict resolution.
- Knowledge of the region, its history and culture, the social and administrative structures and overall political situation;
- Experience from diplomacy and field work in international organizations or agencies;
- Excellent analytical abilities, drafting and verbal skills in English;
- Knowledge of Russian, Azeri and/or Turkish languages would be an asset;
- 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.