



## European Union

### *EU Special Representative for the Republic of Moldova*

#### Advertisement for International Seconded Staff Members

##### ANNEX 1

<b>Organisation:</b>	EUSR for Moldova
<b>Job Location:</b>	Kyiv, Ukraine and Chisinau, the Republic of Moldova (hereafter referred to as Moldova)
<b>Availability:</b>	From 1 July 2009 in Kyiv/ 1 August 2009 in Chisinau to end February 2010
<b>Contract Regime:</b>	Seconded by the Member State or European Institutions
<b>Job Titles/Vacancy Reference:</b>	<ul style="list-style-type: none"><li>➤ Political Adviser to EUSR, Kyiv (<b>SME 1</b>)</li><li>➤ Political Adviser to EUSR, Chisinau (<b>SME2</b>)</li></ul>
<b>Number of posts:</b>	2 (two)
<b>Deadline for applications:</b>	17.00 hrs, 12/06/2009 (Friday)
<b>Email address to send the Job Application Form/CV:</b>	<a href="mailto:secretariat.dge6@consilium.europa.eu">secretariat.dge6@consilium.europa.eu</a>
<b>Information:</b>	<p>For more information related to the selection and recruitment, please contact the General Secretariat of the Council of the European Union, DGE VI:</p> <p>Ms. Kristi Raik, Administrator (email: <a href="mailto:kristi.raik@consilium.europa.eu">kristi.raik@consilium.europa.eu</a>), or</p> <p>Secretariat DGE VI Eastern Europe and Central Asia Rue de la Loi 175, B1048 Brussels Tel: + 32 2 281 83 34/+ 32 2 281 87 77 Fax: + 32 2 281 55 65</p>

The General Secretariat of the EU, through DGE VI - Unit for Eastern Europe and Central Asia, requests Member States and European Institutions to second two (2) experts - Subject Matter Expert (SME) - for the EUSR for Moldova's Team in Ukraine and Moldova respectively, according to the described requirements and profiles:

#### **A. Essential Requirements**

**Citizenship** - Citizen of a member state of the European Union (EU) and enjoying full rights as a citizen.

**Integrity** - The participants must maintain the highest standards of personal integrity, impartiality and self-discipline. Participants 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 mission or respective tasks and activities. The participants shall carry out their duties and act in the interests of the mission.

**Physical and mental health** - Physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance in the mission.

**Negotiation Skills** - The participants must have excellent negotiating skills and the ability to work

professionally in a stressful and diverse environment. The ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds is crucial.

**Flexibility and adaptability** - Be able to work in arduous conditions with a limited network of support.

**Ability to communicate effectively in English and Russian** – The candidates must be fully fluent in written and oral English and Russian language. Report writing ability, analysis, drafting and editing skills in English are especially needed.

**Computer Skills** - Skills in word processing, spreadsheets and email systems are essential. Knowledge of other IT tools will be an asset.

## **B. Recommendable Requirements or Experience**

**Diplomatic Status** - To facilitate free movement, credibility and access.

**Knowledge of the EU Institutions** - To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

**International Experience** - To have international experience, particularly in crisis areas with multi-national and international organisations (desirable).

**Border Monitoring or Management Experience** - To have experience with military, police or civil border monitoring and management.

**Language skills** - knowledge of other local languages will be a distinct advantage.

## **C. Essential Documents and Requirements for the Selected Candidates**

**Passport** - The participants must obtain a diplomatic or service passport from their respective national authorities.

**Visas** - Contributing countries and mission members must ensure that visas are obtained for entry into the mission area prior to departure from their home country.

**Security Clearance required** - To have or obtain a national security clearance at "EU SECRET" level or equivalent.

**Certificate/Booklet of Vaccination** - To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the mission area.

**Medical Certificate** - To be in possession of a valid certificate declaring fit to the mission.

**Driver Licence** – Be in possession of a valid civilian drivers licence for motor vehicles (Category B or equivalent).

## **D. Job Descriptions**

Job Title	<b>Political Adviser to EUSR (based in the EC Delegation in Kyiv, Ukraine)</b>
Job Description	<p>Under the overall guidance of the EUSR for Moldova and the Senior Political Adviser to the EUSR in Odessa (on border-related issues), the Political Adviser will:</p> <ul style="list-style-type: none"> <li>• provide day-to-day liaison with Ukrainian authorities, EU Member States and other diplomatic Missions and international organisations, in order to assess Ukraine's policy towards Moldova, in particular the Transnistria conflict, and towards EUBAM and border management.</li> <li>• provide input to the EUSR, the Senior Political Adviser and to the EUSR's whole team;</li> <li>• monitor the media in Ukraine relating to Moldova and Transnistria;</li> <li>• contribute to/draft the EUSR's border team reports and other EUSR reports;</li> <li>• organise visits of the EUSR to Ukraine and of the Senior Political Adviser to Kyiv;</li> <li>• undertake ad hoc visits to the Moldovan-Ukrainian border, including its Transnistrian segment, and to EUBAM field offices;</li> <li>• represent the EUSR and the Senior Political Adviser in regular and ad hoc political meetings;</li> <li>• undertake ad hoc visits to the Moldovan - Ukrainian border, including its Transnistrian segment, and to EUBAM Field Offices;</li> <li>• liaise and exchange information with the relevant services in the Council Secretariat in Brussels.</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• University Degree in International Relations or Law or equivalent academic training.</li> <li>• Rank of 1st or 2nd Secretary in diplomatic corpus or equivalent;</li> <li>• Experience or good knowledge of Ukraine;</li> <li>• Fluent English and Russian;</li> <li>• Knowledge of other languages, such as Ukrainian, history, culture and the political situation of the region are an advantage;</li> <li>• Extensive experience in providing operational briefings and assisting in operational planning;</li> <li>• Excellent reporting ability, analysis, drafting and editing skills.</li> </ul>

## Job description

Job Title	<b>Political Adviser to EUSR (based in the EC Delegation in Chisinau, Moldova)</b>
Job Description	<p>Under the overall guidance of the EUSR for Moldova, the Political Adviser will:</p> <ul style="list-style-type: none"><li>• assist the EUSR in facilitating political reconciliation in Moldova in the context of the crisis that followed the parliamentary elections of April 2009;</li><li>• follow and analyse domestic political developments in Moldova, providing input to the EUSR and his whole team;</li><li>• assist the EUSR in his efforts to support the strengthening of democracy, rule of law and respect for human rights and fundamental freedoms;</li><li>• provide liaison with relevant Moldovan authorities, EU Member States' and other diplomatic missions and international organisations;</li><li>• work closely with the civil society and political parties of Moldova;</li><li>• assist in organising visits of the EUSR to Moldova;</li><li>• participate in regular and ad hoc political meetings;</li><li>• draft and provide input into reports to the EUSR, individually and together with other EUSR team members where appropriate;</li><li>• liaise and exchange information with the relevant services in the Council Secretariat in Brussels.</li></ul>
Qualifications and Experience	<ul style="list-style-type: none"><li>• University Degree in International Relations or Law or equivalent academic training.</li><li>• Mid-level diplomat or equivalent;</li><li>• Experience or good knowledge of Moldova;</li><li>• Fluent English and at least one local language;</li><li>• Knowledge of other local languages and history, culture and the political situation of the region are an advantage;</li><li>• Extensive experience in providing operational briefings and assisting in operational planning;</li><li>• Excellent reporting ability, analysis, drafting and editing skills.</li></ul>