

COMMISSION

NOTICE OF VACANCIES

for posts of

co-financed SECONDED NATIONAL EXPERTS

in **EUROPEAN UNION DELEGATIONS** outside the EU

Central contact point for applications by e-mail :
Division EEAS.BA.HR.3 – SNE-DELEGATIONS@eeas.europa.eu

Vacant post for job profile “JLS / Rule of law / good governance”
Poste vacant pour le profil d’emploi « JLS / Etat de droit / bonne gouvernance »
(see in annex – voir en annexe)

	Delegation	N° post SYSPER2	Delegation Section	Comments
3	BIH, Sarajevo	115348	PPI	Libre / vacant

Indicative list which may be completed by additional posts with equivalent profiles for Delegations in the same region or for another region

Listes indicatives susceptibles d’être complétées dans des profils équivalents par des postes additionnels pour des Délégations dans les mêmes régions ou pour d’autres régions.

END/SNE – JOB DESCRIPTION

Job Framework

Job Title:	Political advisor - END/SNE – (POL / ECO / JLS / POC)
Job Location:	Delegation of the European Union to Bosnia and Herzegovina, Sarajevo
Job Number:	115348
Area of activity:	Political Section
Category:	AD
Duration of secondment:	2 years

Job Content

Overall purpose

Monitor and contribute to the EU integration process in Bosnia and Herzegovina in the field of public administration reform and good governance. Secondly, contribute to steering local cooperation in the areas of consular and visa-related matters, and follow related in-country developments. This involves active work with local authorities and international partners, active contributions to the functioning of one of the largest EU Delegations in the world, working together with the EU Special Representative, and coordination with and reporting to the European Commission and European External Action Service (EEAS) in Brussels.

Functions and Duties

Primary functions and duties of the jobholder will include:

- Public administration reform (PAR): monitoring of political developments in the civil service sector in close cooperation with other in-house colleagues (operations and legal sections) and external experts (SIGMA), and pursuing the process of PAR implementation as part of the broader Reform Agenda in Bosnia and Herzegovina. Acting as a contact point and helping prepare EU-BiH PAR Special Group meetings. Following the implementation of civil service legislation at all levels of government. Participating in the Commission's PAR-Net network.
- Coordination of Local Schengen Cooperation (LSC): communicating with EU Member States and the Schengen Associated States, preparing and following up on LSC meetings. Following the local implementation of the Visa Code and developments within the Post-Visa Liberalisation Monitoring Mechanism and visa roadmap, in cooperation with other in-house colleagues. Attending relevant meetings at HQ.
- Point of contact for the Local Consular Cooperation (LCC): supporting the chairing EU Member State in preparing and following up on LCC meetings on the basis of EEAS guidelines, with particular attention to the issues of locally unrepresented EU citizens.

- Monitoring of broader political developments that have impact on the core work portfolios and producing inputs for the Delegation's political reporting (regular and ad hoc reports, annual Country Reports, Stabilisation and Association Process reports). Assisting the Head of Section in co-ordinating the activities in the fields of responsibility, where required.

Job Requirements

Education and Training: University degree in law, political science, economy, business administration or another related field.

Knowledge and Experience: Experience of at least 3 years in a related area at institutional level; analysis and reporting capacity; overall knowledge of EU institutions, policies and decision-making processes;

An advantage would be: previous experience with public administration reform; previous experience with Schengen issues; knowledge of the geographic area (Western Balkans)

Skills

Linguistic skills: Thorough knowledge of English is required. Knowledge of the official languages of the host country (Bosnian / Serbian / Croatian) is an advantage.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Interpersonal skills: Teamwork, coordination and communication skills.

Intellectual skills: Solid analytical capability as well as drafting and reporting skills, ability to grasp problems and identify issues and solutions.

Management skills: Not applicable.

Personal Qualities

Dynamic, motivated and flexible personality, able to adapt quickly to changing situations and challenges.