



## **Terms of Reference**

<b>Position Title:</b>	<b>Head of Rule of Law Section</b>
<b>Position reference number:</b>	<b>IS2018-4</b>
<b>Direct Supervisor:</b>	<b>EUSR in Bosnia and Herzegovina</b>
<b>Duty Station:</b>	<b>Sarajevo, Bosnia and Herzegovina</b>
<b>Position available:</b>	<b>01 April 2019</b>

Head of Rule of Law Section is a high level expert Advisor and a member of the senior management of the office under the sole supervision of the European Union Special Representative (EUSR). The Adviser represents, rule of law and home affairs aspects of the EUSR mandate<sup>1</sup> and is a member of his management team, together with the other heads of the combined EUSR / European Union Delegation (EUD) sections.

The powers and authorities of the EUSR and the powers and authorities of the Head of European Union Head of Delegation in Bosnia and Herzegovina are vested in the same person. The EUSR's mandate includes facilitating progress on political, economic and European priorities in close coordination with European Commission and EEAS in order to ensure consistency with other relevant activities falling within the competence of the Union. In particular, EUSR ensures the implementation of the Union's efforts in the whole range of activities in the field of rule of law and security sector reform by monitoring and advising the executive and legislative authorities at all levels of government in BiH.

The EUSR modus operandi and internal organisation will necessarily evolve in accordance with decisions of the Council and in relation to the challenges the EUSR meets in BiH. The outlined role and functions are therefore typical but not exclusive and the EUSR reserves the right to reasonably amend those stated here within in a view to ensure that all Union instruments in the field are applied coherently to attain the Union's policy objectives.

### **Typical Duties and Responsibilities**

The Head of Rule of Law duties and responsibilities include, but are not limited to:

- Responsible for management of the staff members of the team, including their work quality and professional performance, and for the adherence of the section and its staff to the EUSR rules and regulations. Manage and co-ordinate the RoL resources and overall ensure effective coordination and collaboration with the other EUSR and EUD sections and their related portfolios;
- Provide substantive policy advice on issues pertaining to the mandate of the EUSR. Assists, supports and advises the EUSR in all rule of law, justice and home affairs matters within the mandate, powers and objectives of the EUSR;
- Monitors and advises the local legislative and executive authorities at the political-strategic level in Bosnia and Herzegovina in the field of rule of law, justice and home affairs, focusing on its establishment and organization

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<sup>1</sup> Council Decision 2018/908/CFSP 25 June 2018

- Ensures the progressive development in the field of rule of law, justice and home affairs towards the overall aims and objectives of the EUSR.
- Ensure effective communication, co-ordination and collaboration close co-ordination with the relevant services of the EEAS, the Council, and the European Commission.
- Ensure close communication, co-ordination and collaboration with the EU member states in BiH as well as with the wider international community present in BiH;
- Ensure the high quality advice, reports, briefings and speech writing being provided by the Section;
- Under the direction of the EUSR, represent the EUSR in high level meetings, international conferences and other forums matters pertaining to the EUSR mandate.
- Other tasks as may be assigned by the EUSR and/or delegated authority.

### **Professional Requirements/Qualifications**

- A minimum of a University Degree in a relevant subject.
- More than ten (10) years of professional experience in rule of law and/or other state security matters, related public policy, and with good experience working at a strategic policy level. Related experience in transitional, developing or fragile States.
- Significant experience in a position entrusted with a high level of responsibility for engagement upon important strategic policy matters and involving sensitive high level facilitation and negotiation.
- Good experience in the direct management of a team professional staff and ensuring the effective collaboration of staff with multiple other in-house expert units;
- In depth related knowledge of the European Union, its institutions and policies in the Western Balkans. Relevant working experience at a strategic level with the related apparatus of policy formulation and decision making within the Council, the EEAS and EC. Prior experience working in and with relevant Brussels based institutions will be an advantage. In depth knowledge of EU related policies for South Eastern Europe, Western Balkans and BiH, EUROJUST, EUROPOL, FRONTEX, European Monitoring Centre for Drugs and Drug Addiction, European Anti-Fraud Office and CEPOL) and relevant policies, including the CSDP and CFSP.
- Good understanding of the EU acquis in rule of law, justice and home affairs and harmonisation of third countries into European standards
- Experience of working with multinational and international organizations such as OSCE, UNDP, UNODC, IOM, ICITAP, Council of Europe (MONEYVAL and GRECO) considered an advantage.
- In depth knowledge of the current political situation in BiH, and of the underlying factors influencing the country's progress towards the EU. Prior experience of working in BiH and on BiH related matters will be an advantage;

### **Competencies & Attributes**

- Strong practiced diplomatic skills, with proven negotiation, mediation and advocacy strengths;
- Excellent oral and writing skills in English language with particular competence in political reporting and senior management briefing, and speech writing;
- A team-player with good leadership and motivational skills, with a high sense of confidentiality and professionalism;
- Excellent interpersonal skills to interact with senior authorities and within a multicultural environment;
- Experience of interacting with interlocutors at strategic, political and policy level

- Ability and willingness to work long hours and deliver results;
- ICT skills commensurate with the scope of the post;
- Knowledge of the official languages of Bosnia and Herzegovina may be an advantage

**General conditions**

- national of a Member State of the European Union
- security clearance (EU Secret or equivalent) for the post
- candidate will need to be certified medically fit for employment by a competent authority/person in the country of the candidate's residence