



Terms of Reference

Position Title:	Political Adviser – Team Coordinator
Position Reference Number:	IS2020/07
Direct Supervisor:	EUSR Head of Political
Duty Station:	Sarajevo, Bosnia and Herzegovina
Position available:	September 2020

The powers and authorities of the EUSR and the powers and authorities of the Head of European Union 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.

The Adviser works under the direct supervision of the Head of Political. The function is direct support to the Head of Political and office staff facilitating coordination and communication on priorities and tasking, ensuring internal coherence of effort and strategic action, including with other sections as needed. The function leads and maintains oversight on the quality of the related internal processes, their effectiveness and efficiency, and will propose and initiate improvements as required. The Adviser will support Head of Political in all internal and external tasks, including IC coordination.

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 Political Adviser duties and responsibilities include, but are not limited to:

- Provide political advice on issues pertaining to the mandate of the EUSR;
- Direct support to the Head of the Political in the management of the Political Office; resource deployment planning, oversight of office and functional performance, oversight of action planning and delivery, oversight of quality of outputs, recommend and implement actions for continual improvement.
- Ensure sound coordination within Political Section and other sections of EUSR and the Delegation Offices in the EUSR/EUD, the EEAS and the European Commission;
- Provide in depth analysis and strategic advice on prioritized and assigned issues relating to the political priorities for the EUSR's mandate implementation;
- As required to provide written inputs for policy/strategy papers, and other reports.
- Other tasks as reasonably assigned by the EUSR Head of Political.

Professional Requirements/Qualifications

- University Degree in international relations, political science, law, or other related to the post. A related advanced level degree qualification would be an advantage;
- Preferably 10 years of experience in government, public policy and international affairs;
- Excellent knowledge of the European Union, its institutions and EU policies in the Western Balkans;
- Excellent knowledge of the overall situation in the Western Balkans, and in particular of the overall situation in BiH;
- Experience from working in multilateral missions, preferably including in the Western Balkans;
- Experience from working with senior government and parliament officials in EU member states and preferably in the Western Balkans.

Competencies & Attributes

- Excellent political and analytical skills;
- Ability to be a team-player as well as to taking initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to work long hours with focus on result and objective;
- Ability to operate independently;
- Excellent communication and reporting skills, and the ability to present information in a clear and concise manner;
- Excellent speech writing skills in English language;
- ICT skills commensurate with the scope of the post;
- Good interpersonal skills to interact within multicultural environment;
- Fluency in written and spoken English;
- Knowledge of the official languages of Bosnia and Herzegovina will be an asset

General conditions

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