

# **END/SNE – JOB DESCRIPTION**

## **Job Framework**

 Ref. Ares(2020)2751293 - 27/05/2020

<b><u>Job Title:</u></b>	END/SNE Western Balkans Advisor on transitional justice
<b><u>Job Location:</u></b>	EEAS.EURCA.WEST.2
<b><u>Job Number:</u></b>	274760
<b><u>Area of activity:</u></b>	Western Balkans regional issues, reconciliation and transitional justice
<b><u>Category:</u></b>	AD
<b><u>Duration of secondment:</u></b>	2 years (renewable)

## **Job Content**

### **Overall purpose:**

- Support EU Western Balkans policy development and implementation in the area of reconciliation and transitional justice; liaise with appropriate international and WB institutions, EU MS and WB partners, as well as with civil society;
- Monitor follow-up to the Sofia Priority Agenda and to the Zagreb Summit Declaration particularly on regional issues dealing with Good Neighbourly Relations;
- Back-up policy officer for Bosnia and Herzegovina and Kosovo;
- Contribute to EU policy towards the Western Balkan region: analysis, reporting, policy development.

### **Functions and Duties:**

- Work in the Western Balkans Division under the overall guidance of the Head of Division;
- Drafting of briefings, reports, press releases and other documents concerning all areas of responsibility;
- Maintain close contacts with Western Balkans representatives and international bodies involved in the topics covered;
- Maintain close contacts at HQ and in the field with services of the EEAS, the European Commission and Member States working on Western Balkans in the related fields of responsibility.

## **Job Requirements**

**Education and Training:** University diploma in law, political science, economy, business administration or other related field

**Knowledge and Experience:** Experience of at least 5 years in the above mentioned areas at institutional level, analysis and reporting in third countries (embassy, international organization, NGOs, etc.); knowledge of EU institutions, related decision-making processes, EU external action and related EU external policies (geographic and thematic) including CFSP-CSDP; substantial previous experience in the Western Balkans region including on bilateral and good neighbourly relations; previous experience with transitional justice and reconciliation in the Western Balkans is a requirement; previous posting in Kosovo and/or Bosnia and Herzegovina is a strong asset.

## **Skills**

**Linguistic skills:** Thorough knowledge (capacity to write and speak) in English as well as a working knowledge of French is required; knowledge of Western Balkan languages an asset.

**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. Rapid grasp of problems and capacity to identify issues and solutions.

## **Personal Qualities**

Dynamic. Motivated and flexible personality. Utmost discretion. Readiness to adapt quickly to new situations and deal with new challenges. Readiness to travel at short notice.