



EUROPEAN UNION

Special Representative for the Belgrade-Pristina Dialogue and other Western Balkans regional issues

Position Title: **Political Adviser**
Position reference number: **2022/02**
Direct Supervisor: **EUSR DWB**
Duty Station: **Brussels, Belgium**

The Brussels-based Political Adviser will be part of the EUSR team tasked to assist the European Union Special Representative for the Belgrade-Pristina Dialogue and other Western Balkans regional issues (EUSR DWB).

S/he will liaise closely with relevant staff from the European External Action Service (EEAS), the European Commission as well as the EUSR/EU office in Kosovo and EU Delegation in Serbia. S/he will also liaise closely with the relevant staff in the other Delegations in the Western Balkans, as appropriate.

S/he will also work directly with the competent authorities in Serbia and in Kosovo as well as with the competent authorities of the countries in the region, as appropriate.

The Political Adviser will perform his/her tasks under the overall supervision of the EUSR DWB.

1. Main tasks and responsibilities

- Support, assist and advise the EUSR, as well as members of the EUSR DWB team on Dialogue-related and other Western Balkans regional issues.
- Analyse implications of emerging issues and making recommendations on possible measures.
- Support the facilitation of the Belgrade-Pristina Dialogue through direct involvement in Dialogue meetings in Brussels and elsewhere, as required by the EUSR DWB.

- Facilitate the implementation of arrangements and results achieved through the EU- facilitated Dialogue between Pristina and Belgrade.
- Draft and oversee the implementation of projects related to the EUSR DWB mandate.
- Prepare reports and assessments on issues relevant to the EUSR's mandate and advise the EUSR, and members of the EUSR DWB team accordingly;
- Liaise with EU institutions and offices, missions, EU Member States and international partners as well as local and regional actors and organisations with a view of ensuring clear communication, as well as broad and inclusive consultations among stakeholders involved;
- Undertake any other task as required.

2. Job requirements

- Master's degree or equivalent in Law, Political Sciences, International Relations, Public or Business Administration/Management or other relevant field;
- At least 10 years of professional experience, preferably in an international, political and/or diplomatic context. Relevant experience in political advisory tasks, reporting and analysis will be expected, preferably from working in a Member State embassy, an international organisation(s) or EU delegation. Experience from the Western Balkans and specifically direct experience from Kosovo and/or Serbia will be an advantage. Experience in working in an international environment is essential;
- Proven track record in a negotiation, mediation or dialogue capacity in an international organisation or diplomatic service;
- Good knowledge of the European Union policies and institutions, particularly CFSP and Enlargement policies;
- Excellent communication skills, especially writing and reporting skills, Ability to communicate fluently and convincingly in an international diplomatic and multilingual environment;
- Ability to maintain highest standards of personal integrity, impartiality and self-discipline within the EUSR DWB team. Candidates 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 EUSR DWB team or

respective tasks and activities. Candidates shall carry out their duties and act in the interest of the EUSR DWB;

- Excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions and articulate them clearly;
- Proactive, dynamic, motivated and flexible personality. Ability to adapt quickly to new situations, maintain a high quality of work in a stressful working environment, deal with emerging challenges and meet strict deadlines. Readiness to work outside normal office hours when needed;
- Demonstrated experience of working successfully as part of a team;
- The candidates must be fully fluent in written and oral English language. Knowledge of French, Albanian and/or Serbian will be an advantage.
- Be in possession of a security clearance at the level of EU Secret.