



European Union Special Representative for the South Caucasus and the crisis in Georgia

Toivo Klaar

VACANCY - TERMS OF REFERENCE

SECONDED POLITICAL ADVISOR BASED IN TBILISI

Main Responsibilities

- To support, assist and advise the EUSR on a broad range of issues relevant to the EUSR mandate;
- To monitor regional and local developments and to prepare summaries and analytical reports on these developments and advise the EUSR accordingly;
- To analyse possible implications of emerging issues and make recommendations on how the EUSR could respond to those;
- To liaise with local, regional and international actors and organizations with a view to advance the EUSR objectives by ensuring clear communication and a broad consultative and inclusive process among actors involved;
- To advise on and prepare EUSR visits and support the EUSR on these visits;
- To support activities relating to the Geneva International Discussions where applicable;
- To monitor and analyse political developments related to the South Caucasus, in particular with a focus on conflict related issues in Georgia, and where relevant also on Armenia, Azerbaijan and broader regional issues;
- To support the EUSR's work in Armenia and Azerbaijan, where applicable;
- To contribute to political reporting, presentations and speeches of the EUSR; contribute to drafting of reports related to the mandate of the EUSR;
- To liaise closely with the EU Delegation and relevant EEAS structures in Brussels in order to help ensuring coherence of the EU efforts;
- To support EU's programming on peacebuilding and conflict resolution including with strategic planning, project design, program monitoring and follow up;
- To deputize for the Head of Regional Office – Political Advisor during her/his absence;
- Any other tasks as assigned by the EUSR, the Chief of Cabinet or the Head of Regional Office.

Professional requirements/Qualifications

- Advanced University Degree in Political Sciences, Economy, Law, International relations, Social Sciences or equivalent academic training relevant to the specific post;
- A minimum of 5 years of professional experience in a position of relevance to the job;
- Experience in working in conflict environments and on conflict resolution.
- Knowledge of the region, its history and culture, the social and administrative structures and overall political situation;
- Experience from diplomacy and field work in international organizations or agencies;
- Excellent analytical abilities, drafting and verbal skills in English;
- Knowledge of Russian, Georgian languages would be an asset;
- Excellent organizational, managerial, analytical and problem-solving skills;
- Excellent interpersonal and communications skills and ability to work as member of a team;
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule.