

EUROPEAN EXTERNAL ACTION SERVICE



Head of Division

MD.EURCA
POL.EURCA.WEST.2 - Western Balkans

Brussels,

TO: PSC AMBASSADORS

SUBJECT: Call for Contributions for the Office of the EUSR in Bosnia and Herzegovina for:
Political Adviser – Reporting, Analysis and Coordination
International Seconded (Expert Level) – 1 position (Sarajevo)

Dear Ambassadors,

A. BACKGROUND

Council Decision (CFSP) 2024/2081 of 26 July 2024 provides for the staffing resource of the EUSR in BiH.

B. AIM

EU Member States and Institutions are therefore requested to second experts or support applications for contract regime to the following position:

Political Adviser – Reporting, Analysis and Coordination (IS 2026/01)

1 position (Sarajevo)

International Seconded - Expert Level

The Terms of Reference for the afore-mentioned post is attached in Annex 1.

The duration of the deployment necessarily follows the relevant mandate durations of the EUSR.

The remuneration of personnel seconded by a Member State or an institution of the European Union to the EUSR shall be covered by the Member State or the institution of the European Union concerned respectively and in accordance with the prevailing conditions applied to the CFSP budget.

In accordance with the prevailing Joint Action and Budgetary Impact Statement the EUSR budget will cover a daily per diem payment direct to the Seconded, the cost of official duty trips undertaken during the mission (within Bosnia and Herzegovina and/or internationally); high risk insurance; and liability insurance.

C. METHODOLOGY

Member states and Institutions of the European Union, re requested to examine the profile and job description to ensure that:

- a. The personal profiles of the proposed candidates should meet the listed criteria described in the job descriptions (**Annex 1**);
- b. Each candidate completes the standard job Application Form in English (**Annex 2**)
- c. Candidates proposed for secondment and candidates interested in contract regime should satisfy in full the criteria set out in the job description. The main criteria for suitability for posts are professional and specific skills and experience. The aim is to select the most suitable candidate.
- d. The closing date for receipt of offers of secondment is **23:59 hrs (Brussels time) on 13th April 2026**
- e. Member States and EU institutions should submit their secondment by e-mail, to the EEAS - Western Balkans Division, including a detailed curriculum vitae (**Annex 2**) covering the applicant's career, indicating qualifications and language skills, to the following addresses:

European External Action Service/Western Balkan Division

Email: pol-eurca-west-2@eeas.europa.eu

Ms. Zuzana Michalcova Sutiakova
Head of Division, Western Balkans Division
Phone: +32 2584-3593

and/or to

European Union Special Representative in Bosnia and Herzegovina

E-mail: delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu

Ms. Amela Sadikovic
Administration Officer
Phone: +387 33 560 837

- f. The selection procedure will take place immediately following reception of proposals.
- g. Only personnel nominations for secondment received through official channels from Member States and institutions of the European Union will be considered.
- h. The candidates considered to be most suitable will be short-listed and interviewed by Zoom/Webex or phone.
- i. European External Action Service will be responsible for notifying Member States of personnel who have been selected.

D. GENERAL INFORMATION

- a) Selected personnel should undergo an extensive medical examination, appropriate vaccinations and be certified medically fit for mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded international experts.
- b) The selected candidate will have to be in possession of Personnel Security Clearance (PSC) at least “EU Secret” level. For seconded experts, the original national security clearance or a proof of initiation of the process must accompany them upon deployment.
- c) Member States’ seconding personnel to an EUSR office are kindly reminded that European Commission rules for Special Advisers specify that the concerned Special Adviser/EUSR is solely responsible for the management of seconded personnel, and that Member States are therefore requested not to instruct seconded personnel to undertake any activity on their behalf for the duration of secondment. Secondees will be required to sign a corresponding ‘undertaking’ to this effect upon taking up their positions. European Commission rules for Special Advisers also require a certification by Member States who second personnel to a EUSR office that the seconded staff will remain subject throughout the period of secondment to the social security legislation applicable and that the employer will assume expenses incurred abroad.
- d) Any further information required related to the selection of the international seconded expert may be obtained from the European External Action Service, by contacting:

European External Action Service/Western Balkan Division

Ms. Anne Kemppainen

E-mail: anne.kemppainen@eeas.europa.eu

Phone: +32 2584-6328

and

Office of the European Union Special Representative in Bosnia and Herzegovina

Ms. Amela Sadikovic, Administration Officer

E-mail: amela.sadikovic@ext.eeas.europa.eu

Phone : +387 33 560 800

Yours sincerely,

Zuzana Michalcova Sutiakova

Head of Division

(signed)

