

## **ANNEX 2 : Terms of Reference**

<b>Position:</b>	<b>Political Advisor for the Geneva International Discussions Secretariat</b>
<b>Duty Station:</b>	<b>Brussels</b>
<b>Contractual category:</b>	<b>International seconded</b>
<b>Security Clearance Level:</b>	<b>EU Secret</b>

### **Main Responsibilities:**

- Manage the organisation of each session of Geneva International Discussions including all related administrative and logistical requirements;
- Perform the activities of the "Secretariat of the Geneva Discussions" in coordination with the other international organisations (UN and OSCE) that jointly co-chair the Geneva Discussions together with the European Union: maintain constant contacts with the participants to the "Geneva Discussions", manage official and working level correspondence, ensure flow of information and circulate documents;
- Prepare, and follow up on official Geneva Discussions co-chairs visits to the region, participating when required;
- As required advise, support and assist the EUSR on matters related to the Crisis in Georgia component of the EUSR mandate, including drafting minutes, notes and reports as well as liaising with relevant structures of the EU.
- Any other related tasks as requested by the EUSR.

### **Qualifications and Experience:**

- 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 work experience with a national diplomatic service or an international organisation, preferably involving experience in working in/on the South Caucasus;
- Good command of English and Russian. Knowledge of French is beneficial;
- Excellent organisational, managerial and problem-solving skills;
- Good interpersonal and communication skills and familiarity with diplomatic protocol;
- Ability to work under pressure and to meet deadlines within a strict schedule;
- Experience in working in a politically sensitive environment.