

**DEPUTY HEAD OF DELEGATION TO BOSNIA & HERZEGOVINA**  
**- EU Staff Members – AD 9-14 LEVEL POST**  
**- Candidates from the Member States – AD 12 LEVEL POST**

**WE ARE**

The European Union currently has 139 delegations, eight of which are to international organisations. In all, more than 1200 officials and 4200 other staff are currently serving in these delegations.

The work of a Delegation varies from country to country but, in general, covers political matters, trade, press and information, aid management and the external aspects of internal EU policies.

The European External Action Service (EEAS) is looking for an individual to fill the post of **Deputy Head of Delegation of the European Union to Bosnia & Herzegovina**, which will become vacant in the context of the 2016 rotation exercise.

The Delegation is placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

The Deputy Head of Delegation assists the Head of Delegation/EU Special Representative in all his tasks including the management of all staff (EEAS and Commission: 153 staff, of whom 11 are officials and in his capacity as EUSR a further 62 staff of whom 20 International staff) and financial resources (an administrative budget of 5.8 M € for the Delegation and around 5.4 M€ for the EUSR in 2014). Further, under the Instrument for Pre-accession the Delegation is responsible for implementing programmes amounting up to 100 M€ a year. The key areas of the Delegation's work are political affairs, including CFSP, the Stabilisation and Association Process as part of the enlargement policy of the EU, and pre-accession assistance.

**WE PROPOSE**

The Deputy Head of Delegation of the European Union to Bosnia & Herzegovina will provide advice and support to the Head of Delegation/EU Special Representative in all key areas and represent him in his absence. He/she will assist the Head of Delegation in carrying out the following tasks:

- To ensure efficient overall operation of the Delegation in Bosnia & Herzegovina and to ensure implementation and follow-up of key sectoral, thematic and horizontal tasks;
- To provide guidance and support to the administration section as well as on security issues;
- To co-ordinate the Delegation's work across all sections. This will involve, inter alia: monitoring of Bosnia & Herzegovina's policies and positions; representing

and defending EU positions; participation in ongoing bilateral negotiations; providing early warning of likely disputes, and participating in their handling on an ongoing basis; reporting;

- To represent the European Union, as appropriate, in Bosnia & Herzegovina and to ensure the implementation of, and a high degree of consistency between, the different areas of the EU's external actions;
- To pursue the EU's policies and their local coherence in all areas, promote and protect the EU's interests and values, and to promote increased visibility of the EU by carrying out press, information and communication activities;
- To ensure bilateral relations, notably in the political, economic, commercial and cooperation fields, and to carry out and promote regular political dialogue;
- To maintain contacts, exchange information and coordinate with Member States represented in Bosnia & Herzegovina in the implementation of EU policies and to report regularly to the Headquarters of the EEAS and the Commission as appropriate on all matters covered by his/her mandate and maintain relations with other EU institutions as well as any regional and international organisations in Bosnia & Herzegovina;
- To provide advice to the Headquarters of the EEAS and to the Commission as appropriate on policy issues and developments arising within the framework of EU-Bosnia & Herzegovina bilateral relations.

## **WE ARE LOOKING FOR**

**ELIGIBILITY CRITERIA:** Please refer to the "General Rules for the 2016 Rotation of AD posts in the EU Delegations (External Publication)".

## **SELECTION CRITERIA:**

Candidates should:

- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to play a lead role in negotiations in the field of external relations with national authorities, international organisations and EU Member States;
- have strong communication and analytical skills combined with sound judgement;
- have excellent knowledge of the external relations, internal policies and functioning of the Union;
- have proven experience in and in-depth knowledge of CFSP and CSDP-related issues;

- have proven experience in and in-depth knowledge of the key areas of activity of the Delegation;
- have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;
- have good knowledge and/or experience in budgetary, administrative and financial management.

Furthermore,

- experience in working in a Delegation or an Embassy, an international organisation, or significant experience of external relations in the field including CSDP missions;
- experience in managing crisis situations; and
- knowledge of locally spoken languages;

would be strong assets.

## **APPLICATION AND SELECTION PROCEDURE**

Please refer to the "General Rules for the 2016 Rotation of AD posts in the EU Delegations (External Publication)".

## **CONDITONS OF EMPLOYMENT AND RECRUITMENT**

Please refer to the "General Rules for the 2016 Rotation of AD posts in the EU Delegations (External Publication)".

## **PLACE OF EMPLOYMENT**

BOSNIA & HERZEGOVINA, Sarajevo

## **JOB AVAILABLE FROM**

1 September 2016