

ANNEX : Terms of Reference

Position:	POLITICAL ADVISOR TO THE EUSR FOR THE SOUTH CAUCASUS AND THE CRISIS IN GEORGIA
Duty Station:	BAKU (AZERBAIJAN)
Contractual category:	SECONDED
Security Clearance Level:	EU SECRET

1. Job Description

- To support, assist and advise the EUSR on a broad range of issues according to the EUSR mandate;
- To monitor regional developments and to prepare summaries and analytical reports on these developments and advise the EUSR accordingly;
- To analyze possible implications of emerging issues and make recommendations on adequate measures;
- To liaise with local, regional and international actors and organizations with a view of ensuring clear communication and broad consultative and inclusive process among actors involved;
- To prepare EUSR visits and support the EUSR on these visits;
- To monitor and analyse political developments related to the South Caucasus and in particular focus on the conflict resolution efforts in Nagorno-Karabakh;
- To liaise closely with the EU Delegation and relevant EEAS structures in Brussels in order to help ensuring coherence of the EU efforts;
- To undertake any other tasks as assigned by the EUSR.

2. 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 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;
- Good knowledge of Russian. Knowledge of Azeri and/or Turkish languages would be an additional 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.

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