



Terms of Reference

Position Title: EUSR Senior Advisor - Head of Political

Position reference number: IS 2016 - 9

Direct Supervisor: European Union Special Representative in BiH

Duty Station: Sarajevo

The incumbent will contribute to the mandate of the European Union Special Representative in Bosnia and Herzegovina (EUSR). The incumbent works under the direct supervision of the EUSR.

The EUSR in BiH is double-hatted with the EU Head of Delegation. The Head of Delegation has other responsibilities relating to matters that are under the competency of the European Commission and in this respect, whilst the EUSR lends support through its political mandate, the Commission remains responsible for its policies and the implementation of its external assistance funded through the IPA programme.

The Head of Political function is a senior management role requiring skilled experience in the direct management of a team of some 27 staff delivering upon a multiple and complex range of political issues. The role requires a senior level of experience facilitating the progress of multifaceted political relations in a highly complex multi-stakeholder environment, both domestic and international. The role requires good political and diplomatic judgment and is entrusted with providing substantive policy and strategic advice all elements of the EUSR's political engagement.

Within the Political Section the staff of the EUSR and the EU Delegation co-ordinate as a single team whilst respecting the different mandates of each. The Political section includes some 13 international staff largely based in Sarajevo and with small office presences in Banja Luka, Mostar and Brcko. The EUSR additionally includes sections with leading and supporting roles in Rule of Law, Communication and Public Outreach, and Legal affairs.

The Head of Political is responsible for maintaining the effective co-ordination and collaboration of activities with relevant services of the EEAS, the European Council, and the European Commission, notably with the Directorate General Enlargement. Within BiH he/she is responsible for close co-ordination with resident EU Member States and other bilateral and multilateral [international] actors, notably including the Office of the High Representative in BiH, OSCE and UN Agencies. He/she is responsible for maintaining and strengthening working relationships with relevant BiH interlocutors at all levels of government.

The EUSR *modus operandi* and internal organisation may evolve in accordance with decisions of the Council of the European Union and in relation to the developments and challenges the EUSR meets in BiH. The duties and responsibilities outlined are therefore typical but not exclusive and the EUSR reserves the right to reasonably amend the duties and responsibilities here within.

Typical Duties and Responsibilities

The Head of Political duties and responsibilities include, but are not limited to:

- Be responsible for management of the staff members of the service, including their work quality and professional performance, and for the adherence of the section and its staff to the EUSR rules and regulations

- Provide substantive political and policy advice on issues pertaining to the mandate of the EUSR;
- Manage and co-ordinate the EUSR Political resources and overall ensure effective co-ordination of the combined EUSR/EUD resources on issues/tasks within the Political Section.
 - Ensure the high quality advice, briefings and speech writing being provided by the Political Section;
 - Ensure effective communication, co-ordination and collaboration close co-ordination with the relevant services of the EEAS, the European Council, and the European Commission, notably with Directorate General Enlargement.
 - Ensure close communication, co-ordination and collaboration with the EU member states in BiH as well as with the wider international community present in BiH;
 - Under the direction of the EUSR, represent the EUSR in high level meetings, international conferences and other forums matters pertaining to the EUSR mandate;
 - Other tasks as may be assigned by the EUSR and/or delegated authority.

Professional Requirements/Qualifications

- Advanced academic degree i.e. Master's Degree or equivalent;
- More than (10) years of professional experience in government, public policy and international affairs, and with good experience working at a strategic level on matters relating to EU and intergovernmental affairs and in particular with experience of the Western Balkans;
- Significant experience in a position entrusted with a high level of responsibility for political engagement upon important strategic policy matters and involving sensitive high level facilitation and negotiation.
- Significant experience in the direct management of a larger team professional staff and ensuring the effective collaboration of staff with multiple other in-house expert units and with functions and authorities in relevant EU institutions;
- Significant experience of negotiation, mediation and advocacy with senior government and parliament officials in particular including from the EU and BiH;
- In depth knowledge of the European Union, its institutions and policies in the Western Balkans. Relevant working experience at a strategic level with the related apparatus of policy formulation and decision making within the Council, the EEAS and EC. Prior experience working in and with relevant Brussels based institutions will be an advantage;
- In depth knowledge of the current political situation in BiH, and of the underlying factors influencing the country's progress towards the EU. Prior experience of working in BiH and on BiH related matters will be an advantage;
- Significant experience of collaboration at a high level with other international stakeholders relevant to the EU's engagement in BiH;

Competencies & Attributes

- Excellent political acumen, judgment, analytical skills and the ability to communicate and discuss these in a clear and concise manner;
- Strong practiced diplomatic skills, with proven negotiation, mediation and advocacy strengths;
- Excellent oral and writing skills in English language with particular competence in political reporting and senior management briefing, and speech writing;
- A team-player with good leadership and motivational skills, with a high sense of confidentiality and professionalism;



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- Excellent interpersonal skills to interact with senior authorities and within a multicultural environment;
- Ability and willingness to work long hours and deliver results;
- ICT skills commensurate with the scope of the post;
- Ability to understand and communicate in the official languages of Bosnia and Herzegovina will be an asset.

General conditions

- National of a Member State of the European Union;
- The incumbent will need to be in possession of a necessary level of security clearance (EU Secret or equivalent) for the post.
- The incumbent will need to be certified medically fit for employment by a competent authority/person in the country of the candidate's residence

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