



## **Terms of Reference**

Position Title:	<b>Political Adviser, Head of Banja Luka Office</b>
Position reference number:	<b>IS 2016 - 10</b>
Direct Supervisor:	EUSR Head of Political
Duty Station:	Banja Luka, Bosnia and Herzegovina

The incumbent will contribute to the fulfilment of the mandate of the European Union Special Representative in Bosnia and Herzegovina (EUSR). The Adviser will provide the EUSR with expert advice and assistance relating to the EUSR's political engagement in BiH and on the implementation of his mandate.

Representing the EUSR in Banja Luka, the Adviser ensures excellent communication and collaboration with the relevant entity institutions of Republika Srpska (RS) and other key EU stakeholders in Banja Luka, in line with the EUSR's mandate and political priorities.

The Adviser will work within the EUSR Political Section and under the direct supervision of the Head of Political. The Advisor will work closely with the Legal, Rule of Law and Communication sections and with the EU Delegation Operations Section as required for the tasks assigned.

The Adviser is responsible for regular analytical reporting on political and economic developments in RS. Noting that the EUSR works in full coordination with EU Delegation, the Adviser is responsible for the strategic coordination of the combined EUSR and EUD actions with relevant RS institutions and stakeholders. Furthermore, the Adviser is responsible for engaging and liaising with the EU's stakeholders in local municipalities in line with the agreed geographical Area of Responsibility (AoR) of the EUSR Banja Luka office, comprising the Western part of RS and the Una-Sana Canton in the Federation of BiH. In full coordination with the Communications section, the Adviser is responsible for EU public advocacy actions in the RS including those implemented through the EUSR outreach programme amongst other.

The EUSR in BiH is double-hatted with the EU Head of Delegation and in this context the Adviser shall additionally co-ordinate with and provide expert assistance to the EU Delegation as requested by the EUSR/Head of Delegation and in accordance with the EUSR mandate. The Head of Delegation has other important responsibilities relating to matters which are under the competency of the European Commission and in this respect the Commission remains responsible for its related policies and the implementation of its external assistance which is funded through the IPA programme.

The EUSR *modus operandi* and internal organisation will necessarily evolve in accordance with decisions of the Council and in relation to the 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.

Frequent travel within between duty station and Sarajevo HQ should be assumed.

### **Typical Duties and Responsibilities**

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

- Provide political advice on issues pertaining to the mandate of the EUSR and its implementation;
- Provide in-depth analysis and strategic advice on prioritized and assigned issues relating to the political priorities for the EUSR's mandate implementation.
- Monitor and advise on political developments and other policy areas of relevance for the EUSR;
- As required to provide written inputs for EUSR derived policy/strategy papers, and other reports;
- Under the direction of the EUSR, represent the EUSR in international conferences and meetings on issues pertaining to the EUSR mandate;
- Constantly advocate EU standards and best practices;
- Proactively coordinate the EUSR's activities (and when necessary those of the EUD as well), vis-à-vis the RS institutions based in Banja Luka and more broadly in the Western part of RS.
- Be responsible for management of the staff members of the office, including their work quality and professional performance, and for the adherence of the staff to the EUSR rules and regulations.
- Other tasks as assigned by the EUSR and/or delegated authority.

### **Professional Requirements/Qualifications**

- University Degree in political science, economic or similar related to the post. A related advanced level degree qualification would be an advantage;
- Minimum of 6 (six) years of experience in government, public policy and international affairs preferable;
- Good knowledge of the European Union, its institutions and EU policies in the Western Balkans;
- Good knowledge of the overall situation in the Western Balkans, and in particular of the overall situation in BiH;
- Experience from working in multilateral missions, preferably including in the Western Balkans;
- Experience from working with senior government and parliament officials in EU member states and preferably in the Western Balkans;
- Prior office management experience would be an asset.

### **Competencies & Attributes**

- Excellent political and analytical skills;
- Ability to be a team-player as well as to taking initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to work long hours with focus on result and objective;
- Ability to operate independently;
- Excellent communication and reporting skills, and the ability to present information in a clear and concise manner.

- Excellent speech writing skills in English language;
- ICT skills commensurate with the scope of the post;
- Good interpersonal skills to interact within multicultural environment;
- Fluency in written and spoken English; Good report writing skills in written English;
- Knowledge of the official languages of Bosnia and Herzegovina will be an asset;

**General conditions**

- National of a Member State of the European Union;
- The Candidate will need to be in possession of a necessary level of security clearance (EU Secret or equivalent) for the post. Further advice may be provided upon request;
- The Candidate 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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