



Terms of Reference

Position Title: Political Adviser, Head of Banja Luka Office
Position reference number: IS2019/12
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 is responsible for the effective functioning of the Regional Office and its service into the main office. The Regional Office Terms of Reference are attached.

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;



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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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EUSR BiH Regional Office Terms of Reference.

Introduction.

The EUSR in BiH has its headquarter in Sarajevo and three regional offices located in Banja Luka, Mostar and Brcko district.

RO Banja Luka covers the area of Banja Luka, Western part of RS from Samac, Doboj and Una-Sana Canton, RO Brcko district covers the area of Brcko district, East RS (Srebrenica, Valsenica, Milici, Zvornik, Bratunac) and the Cantons of Tuzla and Posavina and RO Mostar covers the area of South East RS and the Cantons of Herzeg-Neretva, Western Herzegovina and Canton 10.

The EUSR in BiH is double-hatted with the function of the EU Head of Delegation to BiH. As the offices of the EUSR and the EUD endeavour to function in mutual support of each other, it is important to note that the EU Delegation has specific institutional responsibilities relating to matters which are under the competence of the European Commission. In these matters, related policies and the implementation of its external assistance [IPA etc], the Commission remains in the lead. As maybe requested by the EUD the EUSR RO may provide its best assistance to the EUD in accordance with its available capacities.

The Roles of the RO.

1. The primary function of the RO is to facilitate the political and operational engagement of the EUSR office with the stakeholders of the executive and legislative branches in respective AOR in accordance with the EUSR mandate. The ROs are formally a unit of the EUSR Political Office. The RO reports to and acts under the guidance and direction of the EUSR Head of Political and as clarified in the ToR of the staff members.

The RO is an extended arm of the EUSR office in Sarajevo with an important function to nurture and maintain strategic relationships with important political and non-political interlocutors, including civil society, to strongly advocate for the EU priorities and to service the EUSR office with timely information, feedback, analysis and expert advice from its Area of Responsibility (AoR).

The main line sections of the EUSR and EUD are overall responsible for the policies and their implementation and the RO provides support. The RO interfaces and coordinates with the line sections individually and directly, through internal coordination mechanisms [shared planning calendar info, regular briefings, working groups, taskforces, mailing lists, etc] and through the EUSR/HoD coordination meetings at the level of Heads of Section.

2. The RO monitors, researches, reports on and provides informed in-depth analysis on events and/or developments, political or otherwise, which are relevant to the EUSR mandate. Whilst the focus of the work will be determined by the EUSR priorities and the resources available, in the wider scope of the EUSRs mandate the RO ensures proper political intelligence gathering and early warning/analysis/recommendations on all issues relevant to the EU.
3. The RO duties will typically include drafting speeches, letters, talking points, meeting minutes, political briefings, background papers, and action memos for the EUSR and his staff members, input to the regular briefing and reporting tasks of the EU office [political weekly report, Mission Implementation Report (MIR), Stabilisation and Association (SAP) reports etc], other ad-hoc contributions, such as short flash reports and assigned issues relating to the political priorities for the EUSR's mandate implementation.
4. The RO establishes and maintains regular communication and relations with the relevant executive and legislative authorities in its AoR. It equally includes other key stakeholders such as Media, Political Party Representatives, Civil Society Organisations, International Community Representatives, Academia, Business Associations, and Religious Institutions among others. Meetings of relevance shall be reflected in a short readout sent to relevant colleagues.
5. The RO maintains good communication with offices of the International Community active in their AoR, facilitating understanding of EU policies and its activities, coordination and collaboration and good relations. The RO represents the EUSR office at meetings organised by the International Community in the AoR. The RO shall ensure due prior consultation with the office in Sarajevo to obtain updated information from related Sarajevo based meetings/discussions, guidance on the EUSR positions, to agree on key messages and/or agenda items to be included, and to discuss and receive agreed Lines to Take. The RO will provide prompt summary feedback on matters arising.
6. In full cooperation with the Communications Section, the RO facilitates and contributes to the EU's public advocacy actions in the AoR, including those implemented through the EUSR outreach programme. Noting the local knowledge and contacts of the RO, the RO provides related comment and advice. Whilst respecting the EUSR Spokesperson and the Communications Section as the primary point of contacts in the EUSR on media questions and statements, in coordination with the Communications Section the RO will facilitate relations with local media. Particular care and attention should be paid to ensure that the Communications Section and the RO are each fully informed on media interactions including off-record or informal interaction as may be exceptionally advised. Whilst noting the leading role of the EUD in the implementation of EU external assistance [IPA etc], as maybe requested by the EUD the EUSR RO may provide its best assistance to related visibility actions in accordance with its available capacities.
7. EUSR works in full coordination with the EU Delegation with the objective of improved coherence of EU policy. EU Delegation under the competence of the European Commission supports the local stakeholders to implement EU policies with the support of EU external assistance [IPA etc]. Whilst noting the leading role of the EUD, as maybe requested the EUSR RO may provide its best assistance in accordance with its available capacities.
8. In collaboration with Sarajevo, the RO facilitates the high level visits of the EUSR/HoD or DHoD to the AoR. At the direction of the EUSR, the RO may also be required to provide organisational support



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to other visiting senior members of the Council, European External Action Service, the European Commission or other EU institutions.

9. The RO may provide a diplomatic representative function on behalf of and at the request of the EUSR/HoD. The RO may also provide a representative function related to other sections responsibilities on behalf of and at the request of other EUSR or EU Delegation Heads of Section.
10. At the direction of the EUSR the RO may conduct specific other actions or services in accordance with the EUSR mandate.
11. With due regard to legal obligations and the sole authority of the EUSR, any and all communication or services provided by the RO or its staff to actors external to the EUSR must fall within the agreed scope of actions as approved by the EUSR either explicitly or through the established hierarchy, or otherwise in accordance with established EUSR practice.
12. With due regard to the sensitive political working environment, in the execution of its external relationships the RO will maintain and demonstrate the highest levels of integrity and impartiality and will always act in alignment with official EUSR policy and instructions.

Management and Reporting.

Whilst the RO provides its support to the EUSR mandate in full, as the core utility of the RO is engaged in political facilitation and related reporting and representation, the RO is formally a unit of the Political Office. The RO acts under the guidance and direction of the EUSR Head of Political.

As a rule and in the interest of good management and coordination, the RO and the Sarajevo Office shall ensure a formalised and effective means of regular information exchange on all relevant policy matters and activities. The RO shall be included in the regular EUSR/HoD wider format management meetings along with Heads of Sections. The RO shall attend and contribute to the Political Section's established reporting and coordination mechanisms, meetings and written reporting.

For policy matters falling under the responsibility of Rule of Law, Legal and Communications, the RO will take its direction/guidance from and work in full association with the relevant Head of Section.

The EUSR is double-hatted with the EU Head of Delegation and in accordance with the EUSR mandate the RO may provide support to related EU Delegation responsibilities falling within the AoR and in such matters will take its direction from and work in full association with the relevant Delegation Head of Section. In particular for matters that may be the explicit competence of the European External Action Service, the European Commission services or other EU institutions, the RO must act in full association and agreement with the relevant Delegation Head of Section.

For all administrative, personnel, security, logistic, procurement and other related operational matters, the RO will take its direction from and work in full association with the EUSR Head of Finance and Administration and the Finance and Administration team.

Annex to the RO ToR - Specific operational points to note related to Banja Luka RO.

List of working arrangements/practices between the Regional Office Banja Luka and Sarajevo [SO] noted in the interests of good practice and functioning between RO and Sarajevo.

- RO to share relevant agendas (e.g. Government Sessions, Sessions of the RSNA) and official documents (e.g. Government Plans, Draft Legislation etc.) including relevant assessments (if appropriate) with SO POL/LEG/RoL/OPS/COMM. RO to ensure prompt summary reports on the outcome of sessions to be shared with POL/LEG/RoL/OPS/COMM.

RO to provide early warning and identification of areas of political concern on upcoming decisions of the respective institutions as appropriate and provide advice on further actions to the HoS. In case of issues of interests for EEAS/ DG NEAR prepare short flash reports.

SO to include RO in EUSR/HoD weekly wide-format management coordination meetings via VTC and/or in person. ['Hheads of Section Meeting' - every Wednesday 09:30]. These meetings are used to update all on key issues and EUSR/HoD to provide guidance and direction, to coordinate as required, and to flag key mandate or management matters which require EUSR/HoD and senior management attention. HoRO to attend in person for 'Hheads of Section Meeting' at least once per month, pending availability notwithstanding preferably.

- Representation at the OHR Principals bi-weekly meeting in Banja Luka. RO should liaise with SO prior to meeting for an update on related issues and should provide prompt written feedback from the meeting to.
- SO POL to provide for regular weekly Political Reporting/Co-ordination meetings with RO via VTC and/or in person. This is a meeting where all staff members should flag possible developments and provide early warning measures, co-ordinate events, planning calendar during the week. Participants include all SOPOL, ROBL, ROMO, ROBR. Specific issues may be taken aside for ad hoc meetings.
- RO and SO contribute to inputs to 'planning calendar' to ensure awareness of main activities/events upcoming in AoR. Instances of activities/events not included in the calendar should be advised to HoS concerned and HoPol in the interest of continued improvement and correction.
- SO will provide to HoROBL timely copy of background info/TPs for the EU HoMs meeting and SBA/BoP meetings and summary meeting outcome notes to facilitate RO alignment with official EUSR policy.
- Mission requests to travel to EUSR HQ shall include planned meetings and purpose. When relevant mission reports in a flexible structure (could be a simple e-mail) shall be produced.
- In order to keep ROs informed about meetings/visits to their respective AoR, the EU Office calendar tool shall be used.