

# EUROPEAN EXTERNAL ACTION SERVICE



European Union Special Representative for the South Caucasus and the crisis in Georgia  
Toivo Klaar

## VACANCY - TERMS OF REFERENCE

### SECONDED POLITICAL ADVISOR BASED IN BRUSSELS

#### Main Responsibilities:

- Support, assist and advise to the EUSR on policy issues and developments arising within the framework of EUSR mandate;
- Monitor and analyse regional political developments related to the South Caucasus in general, and with a particular focus on the conflict resolution in Georgia and Nagorno-Karabakh;
- Support, assist and advise the EUSR relating to issues of Working Group I of the Geneva International Discussions on security as well as broader conflict-related matters in Georgia;
- Assess possible implications of emerging issues and make recommendations on adequate measures;
- Work closely with the relevant EEAS structures in Brussels, EU actors and the EU Delegations in the region; follow the work of relevant Council working bodies;
- Liaise with relevant regional and international actors and organizations with a view of ensuring clear communication and broad consultative process among actors and stakeholders involved;
- Maintain close links with relevant stakeholders involved in the framework of the Geneva International Discussions on all relevant levels;
- Prepare and/or contribute to political reporting and presentations of the EUSR;
- Prepare, participate and follow-up on EUSR visits both to the region and beyond as required;
- Undertake any other assignments on behalf of EUSR.

#### Professional requirements/Qualifications:

- Advanced university Degree in Political Sciences, Economy, Law, International relations, Social Sciences or equivalent academic training relevant to the specific post;
- A minimum of 8 years of professional experience in a position relevant to the job, preferably in a diplomatic service or international organisation, including experience in the field of conflict resolution and mediation;
- Experience in working in conflict environments and on conflict resolution;
- Working experience in the South Caucasus or other parts of the former Soviet Union;
- Excellent analytical abilities, drafting and verbal skills in English;
- Very good interpersonal skills;
- Excellent organizational, managerial and problem-solving skills;
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule;
- Good knowledge of Russian, knowledge of languages of the South Caucasus is an asset.