



Terms of Reference

Position Title:	Political Adviser, Head of Banja Luka Office
Position Reference Number:	IS2020/08
Direct Supervisor:	EUSR Head of Political
Duty Station:	Banja Luka, Bosnia and Herzegovina
Position available:	October 2020

The powers and authorities of the EUSR and the powers and authorities of the Head of European Union Delegation in Bosnia and Herzegovina are vested in the same person. The EUSR's mandate includes facilitating progress on political, economic and European priorities in close coordination with European Commission and EEAS in order to ensure consistency with other relevant activities falling within the competence of the Union.

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 function and conduct of the EUSR representation and regular analytical reporting on political and economic developments. The office comprises of the Head, two local staff Political Advisers, one officer and an intern.

Reporting to the EUSR Head of Political in Sarajevo, the Adviser works closely with other political section colleagues based in Sarajevo, Brcko and Mostar, the EUSR Legal Service, Rule of Law and Communication sections and with the EU Delegation Operations Section as required for the tasks assigned.

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 office comprising the Western part of RS and the Una-Sana Canton in the Federation of BiH.

The Adviser co-ordinates with and provides expert assistance to the EU Delegation as requested by the EUSR/Head of Delegation. The EU 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 outlined role and functions are therefore typical but not exclusive and the EUSR reserves the right to reasonably amend those stated here within in a view to ensure that all Union instruments in the field are applied coherently to attain the Union's policy objectives.

Frequent and regular working missions to the Sarajevo HQ should be assumed.

Typical Duties and Responsibilities

- Responsible for the management and conduct of the office and its function in Banja Luka and its coordination and collaboration with the main EU Office in Sarajevo.
- Facilitate the political and operational engagement of the EUSR office with the stakeholders of the executive and legislative branches and non-political interlocutors including civil society. Strongly advocate for the EU priorities
- Provide timely information, feedback, analysis and expert advice. Monitor, research, report on, provide informed in-depth analysis on events and/or developments, political or otherwise.
- Typical expert contributions include: drafting speeches, letters, talking points, meeting minutes, political briefings, background papers, inputs to political weekly report, other substantive state of play / progress reports.
- Establish and maintain regular communication and relations with the relevant executive and legislative authorities, other key stakeholders, Media, Political Party Representatives, Civil Society Organisations, International Community Representatives, Academia, Business Associations, and Religious Institutions among others.
- Maintain good communication with offices of the International Community active in the AoR, facilitating understanding of EU policies and its activities, coordination and collaboration and good relations. Represent the EUSR at meetings organised by the International Community.
- In cooperation with the Communications Section, facilitate and contribute to the EU's public advocacy actions.
- Facilitate high level visits of the EUSR/HoD or DHoD to the AoR. At the direction of the EUSR provide support to other visiting senior members of the Council, European External Action Service, the European Commission or other EU institutions.
- At the direction of the EUSR provide a representative function on his/her behalf or related to other responsibilities.
- Responsible for the daily management of the staff members and the office, work quality and professional performance, and for the adherence of the staff to the EUSR rules and regulations. Ensure and introduce as required actions to facilitate excellent communication, coordination and collaboration with the main office in Sarajevo.
- Other tasks as reasonably assigned by the EUSR.

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;
- Preferably at least 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:



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- 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.