



Terms of Reference

Position Title:	Senior Adviser - Strategy/Planning/Coordination
Position Reference Number:	IS2020/04
Direct Supervisor:	EUSR in BiH
Duty Station:	Sarajevo, 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.

A 'Front Office' serves the EUSR/Head of Delegation and the Deputy Head of Delegation in the leadership and coordination of the EU Office, EUSR and EU Delegation. The Front Office has been strengthened by the EUSR with an important executive support function of strategic planning and coordination led by the Senior Adviser. This function itself is supported with two international staff including one with a specific portfolio on socio-economic reform. The Senior Adviser works closely with the Deputy Head of Delegation and the EU Office Heads of Sections who carry the responsibility of their respective policy areas and portfolios.

The EU Office comprises of 70 staff of the EUSR and 95 staff of the EU Delegation to BiH. It is organised into thirteen functional units or Sections. The portfolios of all Sections contribute individually and collectively to the mandate of the office. Effective systematic operational planning to coordinate the contributory roles of the various Section portfolios and resources is the primary objective of the post including: management of overlapping competencies, maximising the potential of synergies, ensuring focus on strategic priorities, facilitating the linkage with communications. The main interfacing portfolios are in particular related to the Sections of Political, Rule of Law, Legal Service, Communications and Cooperation [EC financial assistance projects].

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.

Typical Duties and Responsibilities

The function is direct support to the office leadership and senior management in leading and facilitating processes of internal collaboration and consultation, ensuring internal coherence of effort and strategic action. The function leads and maintains oversight on the quality of the related internal processes, their effectiveness and efficiency, and will propose and initiate improvements as required. The function is inward facing, not external.

- Facilitate a structured approach for coordination on delivery against strategic priorities in the near-term and maintain oversight of the overall alignment of the activities against the longer term objectives. Maintain regular monitoring and measurement of progress against objectives. Plan and organise periodic strategic reviews with senior management and other staff as required.
- Manage related staff and activities ensuring efficient and effective service delivery. Ensure smooth, timely and clear internal communication flow between the Front Office and the Sections.
- Organise, prepare and support daily/weekly meetings run by the EUSR/HoD with Heads of Section coordinating on immediate/short-term priority actions. Facilitate follow up on tasking and conduct additional coordination activities as may be required.
- Organise, prepare and support meetings to monitor and support strategic priorities. Provide assistance to the EUSR to manage potential conflict of priorities and resources, to maximise benefit from improved collaboration across sections or actions being undertaken, or to increase efficiencies.
- Coordinate with Heads of Sections and staff assigned to reporting/briefing for the timely delivery of briefings, reports and other strategic outputs to the EUSR/HoD and DHoD.
- In close cooperation with the Heads of Sections and the Head of Communications in particular, maintain an overview and coordinate the demands on the agendas the EUSR/HoD and DHoD and requirements for external official appearances.
- Other tasks as reasonably assigned by the EUSR.

Professional Requirements/Qualifications

- University Degree in international relations, political science, or other related to the post. A related advanced level degree qualification would be an advantage;
- Minimum 10 years of senior management experience in related sectors. Including experience in a similar international/inter-governmental context, and with EU policy implementation work involving coordination with multiple stakeholders.
- Experienced in the application of results based management, strategic planning, coordination of operations and resources in a complex organisation.
- Experience from and an appreciation of the inter-relationships of politics, policies, projects and strategic communications, the management of related interfaces and optimisation of synergies.
- Proven experience of managing in a medium sized team of fellow professionals and of ensuring/facilitating effective collaboration of effort across different teams;
- Good knowledge of EU related policies for South East Europe, Western Balkans and BiH
- Good knowledge of the European Union, the European Union institutions and relevant policies, including the CSDP and CFSP
- Knowledge of programme management and state-of-the art management technique for strategic planning and coordination

Competencies & Attributes

- Experience of strategic planning and management.
- Skillful experience on negotiation and mediation within teams and between internal resources.
- Team-player; taking initiative with high sense of confidentiality and flexibility
- Ability to work independently



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- Excellent interpersonal skills, communication and reporting skills [English language – proficient user], with the ability to present information in a clear and concise manner
- ICT skills commensurate with the scope of the post

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.