



**EUROPEAN UNION**

SPECIAL REPRESENTATIVE IN BOSNIA AND HERZEGOVINA

## **VACANCY ANNOUNCEMENT**

**Political Economic Officer, Local Agent, Ref: LC2015/2016-3**

Please send your application and supporting documents to

[DELEGATION-BIH-EUSR-PERSONNEL@eeas.europa.eu](mailto:DELEGATION-BIH-EUSR-PERSONNEL@eeas.europa.eu)

with subject “*Application Ref. No LC2015/2016-3*”.

The package should include a cover letter and a detailed CV in English using the ‘European Curriculum Vitae Format’ (available on our website <http://www.europa.ba>).

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Deadline for application: **27 November 2015.**



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### **Terms of Reference**

<b>Position Title:</b>	<b>Political Economic Officer</b>
<b>Position reference number:</b>	<b>LC2015/2016-3</b>
<b>Direct Supervisor:</b>	<b>Special Economic Adviser</b>
<b>Duty Station:</b>	<b>Sarajevo</b>

The incumbent will work under the general supervision of the EUSR Head of Political Office and under the direct supervision of Special Economic Adviser.

BiH has embarked upon a comprehensive reform agenda as part of its preparations for EU membership candidacy, an important part of which are reforms in the economic sector. The overall function of the post is to provide expert support to the EUSRs activities to facilitate the BiH authorities in their implementation of these reforms. The successful candidate will be academically qualified and technically competent to perform requested research assignments, contribute to economic reporting as well as to perform administrative, logistical and linguistic duties. The Officer will work interactively with other EU actors/instruments and domestic organisations and offices in BiH as required.

### **Typical Duties and Responsibilities**

- Monitor political developments in BiH—especially as they pertain to economic policy—and analyse and alert senior colleagues to important developments as appropriate
- Prepare regular Reports on developments in the economy
- Contribute, as required, to research on designated topics
- Research and retrieve data needed for the work of the EUSR Political Office
- Draft background documents, charts and tables as required
- Contribute to drafting speeches and talking points as requested
- Maintain working level contacts with domestic authorities and international organizations and offices regarding current relevant issues and developments.
- Monitor developments in BiH relations with the international financial institutions
- Maintain appropriate level contacts with Civil Society and participate in Conferences as required
- Carry out other related duties as required.

### **Qualifications**

- University degree in a relevant subject, MA in Economics will be an advantage
- Minimum of four years of professional working experience on matters pertaining to socio-economic policy and political analyses.

### **Other Competencies and Attributes**

- Good understanding of BiH political and economic environment



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- Experience of working with international institutions or foreign agencies will be an advantage
- Ability to prepare economic analysis and related briefs at short notice
- Ability to take initiative and work in team setting with a high sense of confidentiality and flexibility
- Ability to operate independently
- Ability to operate within a fast moving environment and react appropriately to change
- Excellent written and oral English, willingness to interpret at meetings as well as to translate documents.
- Excellent organizational skills, strong attention to detail, high regard for accuracy and top quality work
- Excellent communication and reporting skills, and the ability to present information in a clear and concise manner
- Fluent in the official languages of Bosnia and Herzegovina
- ICT skills commensurate with the scope of the post
- Very good interpersonal skills to interact within multicultural environment;

### **General conditions**

- Citizen of Bosnia and Herzegovina
- The Candidate will need to be certified medically fit for employment by a competent authority/person in BiH.