



EUROPEAN UNION

SPECIAL REPRESENTATIVE IN BOSNIA AND HERZEGOVINA

Terms of Reference

Position Title:	Political Advisor - Head of Reporting, Analysis and Coordination Team
Position reference number:	IS 2018 - 2
Direct Supervisor:	EUSR Head of Political
Duty Station:	Sarajevo, Bosnia and Herzegovina (BiH)
Position available:	May 2018

The incumbent will contribute to the fulfilment of the mandate and policies of the European Union Special Representative in Bosnia and Herzegovina (EUSR).

The EUSR in BiH is double-hatted with the EU Head of Delegation [EUSR/HoD] and the offices and resources of the EUSR work in full association with Delegation of the European Union to BiH. In accordance with the EUSR mandate to facilitate progress on political, economic and European standards, the Advisor works seamlessly with the European External Action Service, European Commission services and other EU institutions as required by the EUSR.

The Reporting, Analysis and Coordination Team [RACT] is an internal service responsible for producing political and situational reporting and analysis for the consumption of the Council, EEAS and EC HQ services, resident EUMS in BiH and other external recipients as directed. The team is equally responsible for the coordination of internal briefing notes to inform and guide specific actions of the mandate implementation and particularly for the official visits and meetings of the EUSR/Head of Delegation and the Deputy Head. As such the team performs an important central function through which different office sections and staff collaborate to produce coordinated analytical reports/briefings. The team additionally provides support for the organization of regular meetings with the EU Heads of Missions in BiH, attendance at other formal in-country meetings amongst international actors such as the OHR PIC/SBA/BOP meetings, and support to high level EU visits. The team works closely and collaboratively with the front offices of the EUSR/HoD and the DHoD to jointly ensure internal awareness of meetings with external actors requiring briefings and at elbow support by knowledgeable expert staff as required.

The Advisor is a key member of the EUSR Political Section working under the direct supervision of the Head of Political [HoPol], with close collaboration with the other Office Heads of Section, and with management responsibilities for some five staff including international and local staff.

The EUSR modus operandi and internal organisation may evolve in accordance with decisions of the Council of the European Union and in relation to the EUSR's mandate in BiH. The duties and responsibilities outlined below are therefore typical but not exclusive and the EUSR reserves the right to reasonably amend the duties and responsibilities here within.

The Advisor will be skilled in political and situational analysis and will have good knowledge of the political landscape of BiH and an up-to-date knowledge of the EU policies related to BiH. The Advisor will be familiar with the EU institutional structures as they relate to BiH and in particular the Council, EEAS and DG NEAR. The Advisor will have experience in coordination with multiple contributors to produce synthesized and comprehensive final outputs. Importantly the Advisor will be highly adept in their written English and will be highly skilled in the art of concisely written political analysis.

Typical Duties and responsibilities

Duties and responsibilities include, but are not limited to:

- Daily management oversight of the team staff and quality control of the reporting and briefing outputs produced by the team.
- Draft, edit and finalise political and situational reporting, analysis and briefings. As required, provides written inputs for EUSR policy/strategy papers, and other reports.
- Conduct and coordinate preparations for regular and ad hoc meetings of the EU Head of Missions and other regular forums of the international community in BiH including OHR scheduled meetings (PIC, SBA, BoP and related ad hoc meetings). Attend meetings with or on behalf of senior management as requested, takes and provides meeting summaries/minutes.
- Oversight of the timeliness, effectiveness and efficiency of the report/briefing production process and the responsibility to propose and implement improvements and corrective measures accordingly.
- To conduct as required regular reviews of the reporting outputs with the main recipients and key stakeholders, both internal and external, with a view to maintaining and enhancing the relevance and informational/analytical quality of the outputs. To propose and implement recommendations for improvement. Together with other EUSR/EUD line management, to set quality performance measurements and to provide specific feedback and training as required.
- Ensure timely transmission of the regular reporting to HQ and EUMS (weeklies, ad hoc reports and analysis, mandate implementation reports)
- As required supports high-level missions and official delegations visiting BiH.
- Performs other duties as directed by the EUSR or delegated authority.

Professional Requirements/Qualifications

- University degree in Political Sciences, International Relations, Diplomacy, Law, History, Social Sciences, Economics or other relevant subject;
- Preferably at least five years of post-graduate professional experience in a political advisory function including work on analysis and reporting;
- Preferably at least two years of professional experience working in a multilateral international environment on political affairs, preferably also with experience of working with the EU.
- Good knowledge of the EU institutions, in particular the EU Council, its General Secretariat and working bodies, the European Commission DG NEAR, EEAS.

- Excellent knowledge of the EU integration process, its methodologies, technical and political requirements.
- Knowledge of BiH and the Western Balkans will be considered an advantage.

Competencies & Attributes

- Excellent oral and written English;
- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to operate independently;
- Excellent communication and analytical reporting writing skills in English language and the ability to present information in a clear and concise manner;
- ICT skills commensurate with the scope of the post; and
- Good interpersonal skills to interact within multicultural environment;

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 during interview;
- The Candidate will need to be certified medically fit for employment by a competent authority/person in the country of the candidate's employment, or in BiH if contracted by the EUSR in BiH.