



EUROPEAN UNION

SPECIAL REPRESENTATIVE IN BOSNIA AND HERZEGOVINA

VACANCY ANNOUNCEMENT

Legal Adviser

Reference no.: **LC2019/05**

Position available: ASAP

Please send your application and supporting documents to

delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu

with subject “*Application Ref. No LC2019/05- Legal Adviser*”.

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>).

Deadline for application: **08 November 2019**.

Please note that only shortlisted candidates will be contacted.

Thank you for your interest



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Terms of Reference

Position Title:	Legal Adviser
Position reference number:	LC2019/05
Direct Supervisor:	General Legal Counsel/ Head of Legal Service
Salary grade:	LSG Grade I
Duty Station:	Sarajevo, Bosnia and Herzegovina

The incumbent(s) will report to the General Legal Counsel/**Head of Legal Service** in the Office of the EU Special Representative (EUSR) and will contribute to the work of the EUSR and his mandate in Bosnia and Herzegovina.

The EUSR in Bosnia and Herzegovina is double-hatted with the EU Head of Delegation and in accordance with the EUSR mandate to “*facilitate progress on political, economic and Union priorities*”, the **Legal Adviser** will act under the direction of the EUSR and will work closely with the European External Action Service, European Commission services and other EU institutions as required by the EUSR.

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 Bosnia and Herzegovina. 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.

Typical Duties and Responsibilities

- Monitor and report on public law matters at all levels of authority within Bosnia and Herzegovina relevant to EUSR’s mandate;
- Provide legal advice and assistance on general legislative and public policy reforms in the context of EU integration process;
- Monitor and assess the implementation of public administration reform in Bosnia and Herzegovina, in particular regulatory framework for policy development and coordination, including regulatory impact assessment aspect;
- Provide legal advice and support on matters related to quality, accessibility and accountability of public service, in particular on general administrative framework and respective procedures aimed at ensuring legality, impartiality, and transparency of public administration;
- Provide legal support and assess potential involvement of citizens in policy decision making through innovative models of participatory democracy to enhance the inclusiveness, transparency and accountability of the process;
- Provide opinion on legislative developments at all levels of authority in Bosnia and Herzegovina within relevant field of responsibility, including sector-specific assessments of applicable legislation and in comparative perspective with respective standards and best practices;



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- Assist the General Legal Counsel/Head of Legal Service on legal and strategic matters linked to the incumbent field of responsibility and draft letters, prepare background papers and talking points to that effect;
- Coordinate internally and provide day-to-day liaison with both national and international interlocutors within relevant fields of responsibility;
- Other duties as directed by the General Legal Counsel/Head of Legal Service.

Professional Requirements/Qualifications

- University Law Degree; Master degree will be an advantage;
- A minimum of 5 (five) years of professional experience, preferably in an international organization context;
- Experience with or comparative knowledge of European/other legal system and norms would be an advantage.

Competencies & Attributes

- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to operate independently;
- Excellent analytical skills;
- Mature judgment;
- Ability to operate within a fast moving environment and react appropriately to change;
- Very good written and spoken English, including knowledge of legal terminology and ability to draft legal documents;
- Fluent in the official languages of Bosnia and Herzegovina;
- Knowledge of other languages preferable;
- Excellent communication and reporting skills, and the ability to present information in a clear and concise manner;
- 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 Bosnia and Herzegovina.