**VACANCY ANNOUNCEMENT**

The European Union Special Representative Office in Bosnia and Herzegovina is seeking a highly qualified local for the position of

**Political Adviser – 2 posts**

**Local Contracted LC 2021/01**

Interested candidates who fulfill the criteria must complete (in English) application form (CV form available [**here**](http://europa.ba/?documents=europass-cv-format)), enclose a one (1) page motivation letter, and return it to

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

with subject “*A****pplication Ref. No LC 2021/01****”*

The EUSR will not supply additional information or discuss the selection procedure by telephone. Please address any queries concerning this procedure to

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

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**Note: Due to current global COVID-19 situation short-listed candidates will be asked to do an online written test.**

**Candidates selected for interview will have online video interview (via Zoom).**

**EUSR reserves the right to follow up with a face-to-face interview with prospective candidate.**

Deadline for application: **31st March 2021.**

**Please note that only short-listed candidates will be contacted.**

**Thank you for your interest.**

**Terms of Reference**

**Position Title: Political Adviser – 2 posts**

**Position reference number: LC2021/01**

**Salary grade: LSG Grade 1**

**Direct Supervisor: Head of Political Section**

**Duty Station: Sarajevo**

**Position available Immediately**

**Organizational setting**

The Advisers will report to the Head of Political Section in the Office of the EU Special Representative (EUSR) and will contribute to the work of the EUSR and his political mandate in BiH. The incumbents will provide expert political and economic analysis and advice to the EUSR and his staff members.

The EUSR in BiH is double-hatted with the EU Head of Delegation and the offices and resources of the EUSR work in full collaborative and supportive association with the Delegation of the European Union to BiH. In accordance with the EUSR mandate to ‘facilitate progress on political, economic and European standards priorities”, the **Political Advisers** will also work closely with the EU Delegation to Bosnia and Herzegovina, European External Action Service, European Commission services and other EU institutions as required by the EUSR.

The Advisers will work as a member of the Political Section and as an integral part of the team directly working on EU Integration. The Advisers will work closely with team members of the wider office as required including with the Operations Sections, Legal, Rule of Law and Communications.

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

**Duties and Responsibilities**

The posts are generally responsible for political and policy analysis, advice and assistance on assigned sectors, which for these posts include:

* Digital sector, including digital economy
* Energy Sector
* Environment Sector
* Information Society and media
* Media freedom (as a part of freedom of expression), as part of the political criteria
* Public Administration Reform, as part of the political criteria.

In line with the EUSR mandate, under the supervision of the Head of Political Section, typical tasks in relation to the assigned sectoral areas include to:

* Provide substantive political and technical analysis and advice to facilitate progress on political, economic and European standards priorities;
* Monitor, report and provide early warning and advice on institutional/legal/legislative/political developments, with specific attention to decisions related to European integration and EU law;
* Contribute to the formulation of recommendations and strategies;
* Conduct political outreach and advocacy activities and provide expertise, advice and assistance to BiH stakeholders to facilitate progress on political, economic and European standards priorities, including supporting political processes and initiatives, governments and legislatures;
* Liaise and co-ordinate with relevant local and international community actors on political/policy matters;
* Draft and/or contribute to regular and ad hoc analytical reporting, flash reports and briefings, background papers, including talking points and policy lines;
* Closely collaborate and co-ordinate with other EU staff and participate in and contribute to cross departmental teams;
* Accompany EUSR and other EU officials on external activities, including missions away from the workplace and outside of BiH;
* Support the EU's external communications and public outreach activities; and
* Other tasks as assigned by the EUSR and/or delegated authority.

**Professional Requirements/Qualifications**

* University Degree in relevant subject including political science, economics, law, ICT or other related; Advanced degree would be considered an advantage
* Preferably at least 8 (eight) years of professional experience, of which 5 (five) years of relevant experience related to reforms and/or work in legislative and governance processes in the assigned sectors
* Excellent understanding of the BiH political and socio-economic environment, including governmental sectoral responsibilities and working mechanisms, experience in legislative and governance processes
* Relevant experience towards at least one of the abovementioned sectors (under “Duties and Responsibilities”).
* Good knowledge of the European Union institutions and the relevant EU policies and bodies related to BiH and the Western Balkans as well as assigned sectors
* Work experience in an international organization/institution or in an international context would be considered an advantage

**Competencies & Attributes**

* Strong analytical skills
* Effective written and oral communication skills, including the ability to present information in a clear and concise manner
* Self-starter, ability to take the initiative and operate independently and as part of a team
* Very good interpersonal skills, including ability to work effectively within a multicultural environment
* Proven advocacy and negotiating skills
* Ability to operate within a fast paced environment
* Ability to safeguard sensitive information
* Excellent oral and written English
* Fluent in the official languages of Bosnia and Herzegovina
* ICT skills commensurate with the scope of the post

**General conditions**

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