

VACANCY ANNOUNCEMENT

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

Head of Rule of Law Section

International Seconded/Contracted IS 2021/07 (Expert Level)

Interested candidates who fulfil the criteria must complete (in English) application form (CV form available [here](#)), enclose a one (1) page motivation letter, and return it to

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

with subject “*Application Ref. No IS/C 2021/07*”

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: **Monday, 20th September 2021.**

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

Thank you for your interest.

Organisation:	European Union Special Representative in Bosnia and Herzegovina
Job Location:	Bosnia and Herzegovina/Sarajevo
Availability:	Immediately
Contract Regime:	Seconded/Contracted

Job Titles/Vacancy Notice:	<ul style="list-style-type: none"> Head of Rule of Law (IS/C 2021/07) - 1 position (Sarajevo) Seconded/Contracted – Expert level
Deadline for applications:	Deadline for submitting applications is 20 September 2021 at 23:59 hours (Brussels time)
Email address to send the Job Application Form/CV:	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email address:</p> <p style="text-align: center;"> Olivia.DE-GUERRY@eeas.europa.eu EURCA-WEST-2@eeas.europa.eu aida.zunic@ext.eeas.europa.eu </p> <p>For contracted candidates:</p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates, should use the standard application form (Annex 2) and submit the application to the email address below:</p> <p style="text-align: center;">delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu</p> <p>General aspects for seconded and contracted candidates:</p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list all positions for which they are interested. It is essential that both the job title and corresponding reference number are clearly marked in the form.</p>

Information:	<p>For more information related to the selection and recruitment, please contact:</p> <p style="text-align: center;">Aida Zunic (Ms) – EUSR in Bosnia and Herzegovina Tel: + 387 33 560 833</p> <p style="text-align: center;">Igbala Skalonja (Ms) – EUSR in Bosnia and Herzegovina Tel: + 387 33 560 837</p> <p>email: delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu</p> <p>For updates on this position and other EUSR positions please check our website</p> <p style="text-align: center;">http://europa.ba</p>
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Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage and travel expenses to and from the Mission area (including home leave).

Contracted Personnel – The EUSR may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the EUSR establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable standard risk insurance policy. P

Documents supporting educational qualifications and work experience, if issued in another language, should be accompanied by certified translations of the original documents in English language in accordance with the article VI.1.2 of the Guidelines on the main principles of classification of posts and grading of international contracted staff.

The EEAS, Western Balkans Division, requests EU Member States and European Institutions to second experts or to support the applications for contract regime to the available position with the EUSR in BiH, according to the described requirements and profile:

I. GENERAL CONDITIONS

Citizenship – Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the EUSR Team. Candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to the EUSR Team or respective tasks and activities. The candidates shall carry out their duties and act in the interest of the EUSR.

Flexibility and adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of the team with excellent interpersonal and communication skills and must be able to cope with possible extended separation from family and usual environment.

Physical and mental health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of international experts to the EUSR in Bosnia and Herzegovina for all Job Descriptions:

1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EFQ)*, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

Language Skills – The candidates must be fully fluent in written and oral English language.

* <https://ec.europa.eu/ploteus/content/descriptors-page>



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Communication and Interpersonal Skills- The candidates must have excellent interpersonal and communications skills, both written and oral.

Organizational skills- The candidates must have excellent organizational skills with the ability to prioritise work to meet tight deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Driving Skills – Be in possession of a valid, including Bosnia and Herzegovina, civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive any 4x4 wheel drive vehicles.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

II.B Desirable Requirements

Knowledge of the Western Balkans – The candidates should have good knowledge of the history, culture, social and political situation of the Western Balkans, in particular through field experience in a multilateral working environment.

Language - Proficiency in local language(s) will be considered an advantage.

III. ESSENTIAL DOCUMENTS AND REQUIREMENTS FOR THE SELECTED CANDIDATES

Passport – The selected candidate must obtain a passport from their respective national authorities. Possession of a valid diplomatic or service passport for seconded participants is optional.

Visas – Contributing States and selected candidate must ensure that visas are obtained for entry into Bosnia and Herzegovina prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Western Balkans/Bosnia and Herzegovina area.

Education diploma(s)/certificates or/and professional certificate(s) - The selected international candidates must have and present to the Mission the University diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

Personnel Security Clearance (PSC) –The selected candidate will have to be in possession of Personnel Security Clearance (PSC) at least “EU Secret” level. The seconded experts, the original national security clearance or a proof of initiation of the process must accompany them upon deployment. For contracted experts, if necessary, the process may be initiated by EUSR BiH.

Medical Certificate – The selected candidates should undergo a medical examination and be certified medically fit for mission duty by a competent authority from the contributing State. This certification must accompany deployed seconded/contracted personnel.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION ON THE SELECTION PROCESS

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The EUSR in Kosovo encourages contributing States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the standard Application Form (Annex 2) and indicating which position(s) the candidate is applying for.



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Selection process - The candidates considered to be most suitable will be shortlisted and interviewed by audio/video skype/phone, before the final selection is made.

Information on the Outcome – Candidates applying for the contracted positions as well as Contributing States and European Institutions will be informed about the outcome of the selection process after its completion.

Data Protection – The EUSR Office processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

Job Description – The current reporting lines of the following job descriptions might be subject to modification based on the operational requirements.

V. JOB DESCRIPTION

Position Title:	Head of Rule of Law Section International position – Seconded/Contracted (Expert level)
Position reference number:	IS/C 2021/07
Direct Supervisor:	EUSR in Bosnia and Herzegovina
Duty Station:	Sarajevo, Bosnia and Herzegovina
Position available:	immediately

The Head of Rule of Law Section is a Senior Adviser acting under the sole supervision of the European Union Special Representative (EUSR). The incumbent represents all rule of law and home affairs aspects of the EUSR mandate¹ and is a member of the EU Office's senior management team, together with the other heads of the combined EUSR / European Union Delegation (EUD) sections.

The EUSR in BiH is double-hatted with the EU Head of Delegation to Bosnia and Herzegovina 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 Head of Rule of Law Section will also work closely with the European External Action Service, European Commission services and other EU institutions as required by the EUSR. In particular, EUSR ensures the implementation of the Union's efforts in the whole range of activities in the field of rule of law and security sector reform by monitoring and advising the executive and legislative authorities at all levels of government in BiH.

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.

Typical Duties and Responsibilities

The Head of Rule of Law duties and responsibilities include to:

- Assist, support and advise the EUSR in all rule of law, justice and home affairs matters within the mandate, powers and objectives of the EUSR;
- Actively contribute to BiH's progressive development in the field of rule of law, justice and home affairs towards the overall aims and objectives of the EUSR.
- Monitor and advise BiH's authorities at the political-strategic level in the field of rule of law, justice and home affairs
- Manage the Rule of Law team and resources, including ensuring quality of work, performance management, effective use of financial resources, and effective coordination and collaboration with the other EUSR and EUD sections and their related portfolios;
- Ensure high-quality advice, reports, briefings and speech writing being provided by the Section;
- Ensure effective communication, co-ordination and collaboration close co-ordination with the relevant services of the EEAS, the Council, and the European Commission.

¹ Council Decision (CFSP) 2021/1193/CFSP 19 July 2021



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- Ensure close communication, co-ordination and collaboration with the EU member states in BiH as well as with the wider international community present in BiH;
- Under the direction of the EUSR, represent the EUSR in high level meetings, international conferences and other forums matters pertaining to the EUSR mandate.
- Other tasks as may be assigned by the EUSR and/or delegated authority.

Professional Requirements/Qualifications

- A minimum of a University Degree in a relevant subject.
- A minimum of ten (10) years of professional experience in rule of law and/or other state security matters, related public policy, and with good experience working at a strategic policy level. Related experience in transitional, developing or fragile States.
- Significant experience in a position entrusted with a high level of responsibility for engagement in strategic policy matters and involving sensitive high-level facilitation and negotiation.
- Good experience in the direct management of a team of professional staff and ensuring the effective collaboration of staff with multiple other in-house expert units;
- In-depth related knowledge of the European Union, its institutions and policies in the Western Balkans. Relevant working experience at a strategic level with the related apparatus of policy formulation and decision making within the Council, the EEAS and EC. Prior experience working in and with relevant Brussels based institutions will be an advantage. In depth knowledge of EU related policies for South Eastern Europe, Western Balkans and BiH, EUROJUST, EUROPOL, FRONTEX, European Monitoring Centre for Drugs and Drug Addiction, European Anti-Fraud Office and CEPOL) and relevant policies, including the CSDP and CFSP.
- Good understanding of the EU acquis in rule of law, justice and home affairs and harmonisation of third countries into European standards
- Experience in working with multinational and international organizations such as OSCE, UNDP, UNODC, IOM, ICITAP, Council of Europe (MONEYVAL and GRECO) considered an advantage.
- In depth knowledge of the current political situation in BiH, and of the underlying factors influencing the country's progress towards the EU. Prior experience of working in BiH and on BiH related matters will be an advantage.

Competencies & Attributes

- Strong diplomatic skills, with proven negotiation, mediation and advocacy strengths;
- Excellent oral and writing skills in English language with particular competence in political reporting and senior management briefing, and speech writing;
- A team-player with good leadership and motivational skills, with a high sense of confidentiality and professionalism;
- Excellent interpersonal skills to interact with senior authorities and within a multicultural environment;
- Experience of interacting with interlocutors at strategic, political and policy level
- Proven ability to deliver results in challenging political circumstances;
- ICT skills commensurate with the scope of the post;
- Knowledge of the official languages of Bosnia and Herzegovina will be an advantage.

General conditions

- National of a Member State of the European Union
- Security clearance (EU Secret or equivalent) for the post
- Candidate will need to be certified medically fit for employment by a competent authority/person in the country of the candidate's residence
- Valid driver's license "B" category and ability to drive EUSR official vehicles.