



EUROPEAN UNION

SPECIAL REPRESENTATIVE IN BOSNIA AND HERZEGOVINA

VACANCY ANNOUNCEMENT

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

Political Adviser, Head of Banja Luka Office

**International Seconded/Contracted IS/C 2021/08
(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 2021/08*”

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

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, 11th October 2021 at 23:59 hrs (Brussels time).

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

Thank you for your interest.

Terms of Reference

Position Title:	Political Adviser, Head of Banja Luka Office International position – Seconded/Contracted (Expert level)
Position reference number:	IS 20121/08
Direct Supervisor:	EU Special Representative in Bosnia and Herzegovina
Duty Station:	Banja Luka, Bosnia and Herzegovina
Position available:	01 November 2021

The powers and authorities of the European Union Special Representative (EUSR) and the powers and authorities of the Head of European Union Delegation in Bosnia and Herzegovina are vested in the same person. The EUSR's mandate includes facilitating progress on political, economic and European priorities in close coordination with European Commission and European Union External Action Service (EEAS) in order to ensure consistency with other relevant activities falling within the competence of the Union.

Representing the EUSR in Banja Luka, the Adviser ensures excellent communication and collaboration with the relevant entity institutions of Republika Srpska (RS) and other key EU stakeholders in Banja Luka, in line with the EUSR's mandate and political priorities. The Adviser is responsible for the function and conduct of the EUSR representation and regular analytical reporting on political and economic developments. The office comprises of the Head, two local staff Political Advisers, one officer and an intern.

The Adviser works closely with other political section colleagues based in Sarajevo, Brcko and Mostar, the EUSR Legal Service, Rule of Law and Communication sections and with the EU Delegation Operations Section as required for the tasks assigned.

The Adviser is responsible for engaging and liaising with the EU's stakeholders in local municipalities in line with the agreed geographical Area of Responsibility (AoR) of the EUSR Banja Luka office, comprising the Western part of RS and the Una-Sana Canton in the Federation of BiH.

The Adviser co-ordinates with and provide expert assistance to the EU Delegation as requested by the EUSR/Head of Delegation and in accordance with the EUSR mandate. The EU Delegation has other important responsibilities relating to matters which are under the competency of the European Commission and in this respect the Commission remains responsible for its related policies and the implementation of its external assistance which is funded through the IPA programme.

The EUSR modus operandi and internal organisation will necessarily evolve in accordance with decisions of the Council and in relation to the challenges the EUSR meets in BiH. The outlined role and functions are therefore typical but not exclusive and the EUSR reserves the right to reasonably amend those stated here within in a view to ensure that all Union instruments in the field are applied coherently to attain the Union's policy objectives.

Frequent travel within between duty station and Sarajevo HQ should be assumed.

Typical Duties and Responsibilities

- Responsible for the management and conduct of the office and its function in Banja Luka and its coordination and collaboration with the main EU Office in Sarajevo.
- Facilitate the political and operational engagement of the EUSR office with the stakeholders of the executive and legislative branches and non-political interlocutors including civil society. Strongly advocate for the EU priorities.
- Provide timely information, feedback, analysis and expert advice. Monitor, research, report on, provide informed in-depth analysis on events and/or developments, political or otherwise.
- Typical expert contribution includes: drafting speeches, letters, talking points, meeting minutes, political briefings, background papers, inputs to political weekly report, Mission Implementation Report (MIR), Stabilisation and Association (SAP) reports, other ad-hoc contributions.
- Establish and maintain regular communication and relations with the relevant executive and legislative authorities, other key stakeholders, Media, Political Party Representatives, Civil Society Organisations, International Community Representatives, Academia, Business Associations, and Religious Institutions among others.
- Maintain good communication with offices of the International Community active in the AoR, facilitating understanding of EU policies and its activities, coordination and collaboration and good relations. Represent the EUSR office at meetings organised by the International Community.
- In cooperation with the Communications Section, facilitate and contributes to the EU's public advocacy actions.
- Facilitate high level visits of the EUSR/HoD or oDHoD to the AoR. At the direction of the EUSR provide support to other visiting senior members of the Council, European External Action Service, the European Commission or other EU institutions.
- At the direction of the EUSR provide a representative function on his/her behalf or related to other EU Office Section responsibilities.
- Responsible for the daily management of the staff members and the office, work quality and professional performance, and for the adherence of the staff to the EUSR rules and regulations.
- Other tasks as reasonably assigned by the EUSR.

Professional Requirements/Qualifications

- University Degree in political science, economic or similar related to the post. A related advanced level degree qualification would be an advantage;
- Minimum of 6 (six) years of experience in government, public policy and international affairs preferable;
- Good knowledge of the European Union, its institutions and EU policies in the Western Balkans;
- Good knowledge of the overall situation in the Western Balkans, and in particular of the overall situation in BiH;
- Experience from working in multilateral missions, preferably including in the Western Balkans;
- Experience from working with senior government and parliament officials in EU member states and preferably in the Western Balkans;
- Prior office management experience would be an asset.

Competencies & Attributes:

- Excellent political and analytical skills;
- Ability to be a team-player as well as to taking initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to work long hours with focus on result and objective;
- Ability to operate independently;
- Excellent communication and reporting skills, and the ability to present information in a clear and concise manner;
- Excellent speech writing skills in English language;
- ICT skills commensurate with the scope of the post;
- Good interpersonal skills to interact within multicultural environment;
- Fluency in written and spoken English. Good report writing skills in written English;
- Knowledge of the official languages of Bosnia and Herzegovina will be an asset.

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 upon request;
- The Candidate will need to be certified medically fit for employment by a competent authority/person in the country of the candidate's residence;
- Possession of a valid driver's license "B" category and ability to drive EUSR official vehicles.