



EUROPEAN UNION

SPECIAL REPRESENTATIVE IN BOSNIA AND HERZEGOVINA

VACANCY ANNOUNCEMENT

Political Officer

Reference no.: **LC2021/09**

Position available: 15 October 2021

Please send your application and supporting documents to

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

with subject “*Application Ref. No LC2021/09- Political Officer*”.

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: **03rd October 2021.**

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

Please note that only shortlisted candidates will be contacted.

The candidates who have not been short-listed will not be contacted individually; however, the EU Office will announce the completion of the recruitment procedure on its website

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.

Thank you for your interest

Terms of Reference

Position Title:	Political Officer
Position reference number:	LC 2021/09
Staff category:	Local Staff
Direct Supervisor:	Head of Section/Office
Duty Station:	Sarajevo
Salary grade:	LSG Grade II

The EUSR in BiH is double-hatted with the EU Head of Delegation and in accordance with the EUSR mandate to ‘*facilitate progress on political, economic and European standards priorities*’. **Political Officer** will act under the direction of the Head of Section/Office and will work closely with the European External Action Service, European Commission services and other EU institutions as required.

The Officer will contribute to the political and policy work of the EUSR mandate in BiH. The Officer will provide background research, critical analysis and other supporting professional and organisational services for the implementation of the work assigned.

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.

Typical Duties and Responsibilities

- Monitor, analyze and report on political developments. Prepare timely flash reports when required;
- Provide early warning and identify areas of political concern, and if required advising on solutions and further action;
- Provide in depth analysis and action recommendations on issues, which have a specific interest for the EU. Coordinate these aspects with other EUSR/EUD staff, the EU institutions, the EU member states and other International Community representatives as required;
- Draft speeches, talking points, and action memos for the EUSR and his staff members;
- Participate in preparation and implementation of EUSR Outreach activities;
- Perform other tasks as required.

Professional Requirements/Qualifications

- Relevant university degree in European Studies, International Relations, Political or Social Sciences, or other relevant subjects
- At least four (4) years of professional experience, and a minimum of two (2) years of relevant professional experience in conducting research and critical analysis on matters related to public policy and governance;
- Professional experience and/or educational knowledge of EU integration policies including amongst which the priority polices covered by the EC Opinion on BiH.
- Good knowledge of the European Union, the European Union institutions, and relevant policies;
- Good understanding of the political framework, the political institutions and the political parties in Bosnia and Herzegovina.

Competencies and Attributes

- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to operate independently;
- Experience in legislative and governance issues;
- Excellent analytical ability;
- Ability to operate within a fast moving environment and react appropriately to change;
- Good knowledge of the political environment of Bosnia and Herzegovina;
- Good knowledge of the order, interrelationships and working practices of the state-level and entity-level institutions;
- Excellent communication and reporting skills, and the ability to present information in a clear and concise manner;
- Excellent oral and written English;
- Fluent in the official languages of Bosnia and Herzegovina;
- 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.
- Possession of a valid driver's license "B" category and ability to drive EUSR official vehicles.