

Annex 1

Seconded political adviser to EUSR for Central Asia resident in the Region

Terms of Reference

Place of employment: Almaty, the Regional Office of the EUSR for Central Asia

Main Responsibilities:

- Act as local representative of the EUSR and as Head of the EUSR Office in Central Asia with administrative and financial responsibilities;
- As appropriate, close the present premises of the Office of the EUSR in Almaty and establish a new one at another location in Central Asia;
- Participate in local meetings/coordination structures for political, security and assistance issues in the five Central Asian countries;
- Advise, support and assist the EUSR on all matters related to the EUSR mandate;
- Follow closely the implementation of the EU Strategy for Central Asia as well as political, social, economic and security developments on the ground and prepare written updates;
- Prepare, participate and follow up on official EUSR visits to the region;
- Undertake regular visits to the countries of the region on the instruction of the EUSR
- Liaise closely with other local EU actors, including the local EU Presidency, Member State representatives in Central Asian countries and the European Commission Delegation;
- Develop and entertain a wide network of contacts with national, regional, international and other counterparts in the region (the OSCE, UN structures, EurAsEC, the CSTO, the SCO, CICA, CAREC, CARICC and others);
- Stay in close contact with civil society/academic, NGO's, opposition groups and private sector actors;
- Engage in analytical and research work concerning relevant international processes and situation in Central Asian countries;
- Engage in public diplomacy activities presenting the EU policy on Central Asia to target groups in the region;
- Follow the media and act as the point of contact for journalists;

- Work with diplomatic representatives and the missions of major international partners in Central Asian capitals;

Qualifications and Experience:

- Senior work experience with a national diplomatic service or an EU institution involving competences for Central Asia;
- Good command of English and French. Knowledge of Russian is essential and familiarity with Central Asian languages would be welcomed;
- Readiness to stay permanently in the region, to operate independently and to travel;
- Good administrative skills;
- Good interpersonal and communication skills and familiarity with diplomatic protocol.