



International Civilian Office/EU Special Representative

Terms of Reference (TOR)

1.	Position title: VA Number:	Policy Advisor IS066
2.	Category/Grade:	Category 1
3.	Unit/Office/Section:	ICO Mitrovica
4.	Scope of the Position:	The jobholder will be expected to engage proactively on political issues with local and international figures to help advance the implementation of the CSP in northern Kosovo
5.	Duties and Responsibilities:	<p>Under the supervision of the Head of Office, the Policy Advisor will be required to perform some or all of the following duties:</p> <ul style="list-style-type: none"> • Engage directly with the local authorities and community representatives of Mitrovica region through daily work in the field including in northern Kosovo. • Assist local authorities in developing and strengthening policies to improve performance in areas that may include security, rule of law, freedom of movement, returns, property rights, delivery of municipal services, and protection of cultural heritage. • Establish and maintain close working contacts with local authorities and political actors, community leaders, civil society, international organizations, the Kosovo Police, EULEX and KFOR. • Represent the ICO in meetings with local representatives and international counterparts in Mitrovica region, maintain minutes of deliberations and coordinate follow up actions by ICO. • Provide policy recommendations, political advice and proposed courses of action for municipal authorities through ICO senior staff. • Facilitate and participate in negotiations to bring parties together to exchange views, address concrete issues and work toward practical solutions. • Advise community representatives on improving access to municipal resources and services and assist them in advocacy efforts vis-à-vis local and central institutions. • Maintain up-to-date knowledge of political events and integrate information and analysis in support of policy development, analysis, outreach and advocacy. • Contribute to the drafting and delivery of briefings to senior mission management and other officials and audiences, as required. • Prepare analytical reports, briefing notes, background papers, summaries,

	<p>correspondence and talking points; support reporting to the International Steering Group.</p>
<p>6. Qualifications and Experience:</p>	<ul style="list-style-type: none"> • Advanced University degree in Political Sciences, International Relations, Diplomacy, Law, History, Social Sciences, Economics or other relevant subject. • At least 5 years of working experience in a policy analytical and/or implementation position in a national or international context, or to have a minimum of 7 years of progressively responsible professional experience at management level. • Sound knowledge of the EU Institutions and European policies, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy. • Proven ability to produce imaginative and workable solutions to complex problems. • Proven experience in project leadership/implementation. • Thorough understanding of the political situation in Kosovo, particularly the northern part of Kosovo. • International experience, particularly in crisis areas with multi-national and international organizations, including negotiating experience. • High proficiency in spoken and written English. • Knowledge of Serbian and/or Albanian is an asset, as is experience working in Kosovo