

## **A. Essential requirements**

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

**Integrity** – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the EUSR Team. Participants 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 participants shall carry out their duties and act in the interest of the EUSR.

**Knowledge of the EU Institutions** - Knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the Common Security and Defence Policy.

**Knowledge of the Western Balkans** – Good knowledge of the history, culture, social and political situation of the Western Balkans, in particular through field experience in a multilateral working environment.

**Negotiation skills** – Must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility and adaptability** – Ability to work in arduous conditions with a limited network of support. Ability to work as a team player with excellent interpersonal and communication skills.

**Physical and mental health** – Physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance in the EUSR Support Team.

**Ability to communicate effectively in English and other languages** – Must be fully fluent in written and oral English language. Report writing skills are especially needed. Knowledge of French will be an asset.

**Computer skills** – Skills in word processing and spreadsheets are essential. Knowledge of other IT tools will be an asset.

## **B. Essential documents and requirements for the selected candidates**

**Passport** – Seconded participants should obtain a diplomatic or service passport from the respective national authorities.

**Security clearance** – Seconded participants should have or obtain a national security clearance "EU SECRET" level or equivalent.

**Certificate/Booklet of vaccination** – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the geographical area.

**Medical certificate** – To be in possession of a valid certificate declaring fit to participate in the context of EUSR team activities.

**Driver licence** – Be in possession of a valid - including Balkans area - civilian driver licence for motor vehicles (Category B or equivalent).

## **C. Job description**

### **Political Advisor (based in the former Yugoslav Republic of Macedonia)**

#### **Main tasks**

The Political Advisor supports and assists the EUSR / Head of Delegation. The Political Advisor can, inter alia, be expected to:

- Follow closely developments on the political scene and keep in regular contact with key political players
- Maintain close relationships with political parties and organisations
- Engage with other political advisers, especially in OSCE, US and NATO
- Ensure communication with Member States, international organisations, and third countries present
- Contribute to the monitoring and implementation of the European reform agenda, including the Ohrid Framework Agreement
- Work closely with Council and Commission services in Brussels
- Contribute to reports, both oral and written, of the EUSR / Head of Delegation

The job can be stressful but is rewarding. It offers an insight into EU relations, decision-making, and the emerging structures of the External Action Service. The Political Advisor will need to be able to work with all major interlocutors including top levels of Government. Occasionally, long and at times irregular working hours can be expected.

#### **Qualifications and experience**

- University Degree and relevant professional experience.
- To have a minimum of 5 years of effective international experience, particularly relating to crisis areas with multi-national and international organisations (advantage).