

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: UAC 16	Location: Kyiv	Availability: 15 Jun 2021
Department/Component/Unit: Chief of Staff Office/Political, Analysis and Coordination Department/ Political Section	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Political Advisor reports to the Head of Political, Analysis and Coordination Department.

2. Main Tasks and Responsibilities

- To advise the Head of Political, Analysis and Coordination Department on issues in order to ensure coherence between Mission activities and the wider political context;
- To prepare briefings and notes to ensure timely information to the chain of command or any other internal and external individuals or groups as requested or planned;
- To assist in conducting and coordinating official visits according to protocol rules.

3. General Tasks and Responsibilities

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the preparation of briefings and notes as requested;
- To prepare records of meetings attended;
- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested.
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons learned identification;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science, International Relations, Geopolitics, International Security, Law; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Drafting skills.

5. Essential Knowledge, Skills and Abilities

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues.

6. Desirable Qualifications and Experience

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.