

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: HM 09	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Political Adviser reports to the Head of Mission/Deputy Head of Mission.

2. Main Tasks and Responsibilities:

- To monitor global, regional and national diplomatic and political events which may impact on the political situation in the Middle East, with specific reference to the Israel/Palestinian conflict and follow closely related developments;
- 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 advice to the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of ongoing reforms;
- To support, assist and advise the HoM and Senior Management in relation to the political environment within which the Mission operates;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To support, assist and advise the EUBAM (European Union Border Assistance Mission) Head of Mission in all political advisory functions in tasks that will be limited in function, time, and location (from MoU);
- To be responsible for the provision of advice, guidance and training to all Mission members regarding the Middle East, with particular reference to national political structures and current political issues involving Israel and the occupied Palestinian territory;
- To prepare precise summaries and reports concerning political issues arising the Mission's area of operation and advising Mission members accordingly;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To support the Mission through regular working level contacts with local authorities and close cooperation and co-ordination with international organisations and experts;
- To assist in conducting and co-coordinating official visits and meetings according to the established protocol rules;
- To assist in drafting press releases and act as the alternative Mission public spokesperson when required;
- To assist in the conduct and co-coordination of press conferences;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;

- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related task 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.

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;
- Very good diplomatic skills in interaction with governmental officials in the Middle East at all levels and with the representatives of local, national and international actors, in particular the diplomatic Missions of the Member States, the EU and of Third States, international organisations, NGO's.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis area with multinational and international organisations, preferably in a political advisory capacity.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of international development concepts and principles;
- Planning/project management qualifications.