



## ANNEX 1- Call for Contributions

<b>Organisation:</b>	European Union Special Representative in Bosnia and Herzegovina
<b>Job Location:</b>	Sarajevo, Bosnia and Herzegovina
<b>Availability:</b>	As of 01 July 2022
<b>Contract Regime:</b>	Seconded/Contracted

<b>Job Titles/Vacancy Notice:</b>	<ul style="list-style-type: none"><li>Adviser - Strategy, Coordination and Planning (IS/C 2022/02) - 1 position Sarajevo Seconded/Contracted – Expert level</li></ul>
<b>Deadline for applications:</b>	Deadline for submitting applications is <b>28 March at 23:59 hours</b> (Brussels time)
<b>Email address to send the Job Application Form/CV:</b>	<p><b>For seconded candidates:</b></p> <p>Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email address:</p> <p style="text-align: center;"><a href="mailto:Olivia.DE-GUERRY@eeas.europa.eu">Olivia.DE-GUERRY@eeas.europa.eu</a> <a href="mailto:EUROPE-2@eeas.europa.eu">EUROPE-2@eeas.europa.eu</a> <a href="mailto:aida.zunic@ext.eeas.europa.eu">aida.zunic@ext.eeas.europa.eu</a></p> <p><b>For contracted candidates:</b></p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates, should use the standard application form (Annex 2) and submit the application to the email address below:</p> <p style="text-align: center;"><a href="mailto:delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu">delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu</a></p> <p><b>General aspects for seconded and contracted candidates:</b></p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list all positions for which they are interested. It is essential that both the job title and corresponding reference number are clearly marked in the form.</p>

<b>Information:</b>	<p>For more information related to the selection and recruitment, please contact:</p> <p style="text-align: center;">Aida Zunic (Ms) – EUSR in Bosnia and Herzegovina Tel: + 387 33 560 833</p> <p style="text-align: center;">Igbala Skalonja (Ms) – EUSR in Bosnia and Herzegovina Tel: + 387 33 560 837</p> <p>email: <a href="mailto:delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu">delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu</a></p> <p>For updates on this position and other EUSR positions please check our website <a href="http://europa.ba">http://europa.ba</a></p>
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**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage and travel expenses to and from the Mission area (including home leave).

**Contracted Personnel** – The EUSR may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the EUSR establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable standard risk insurance policy.

Documents supporting educational qualifications and work experience, if issued in another language, should be accompanied by certified translations of the original documents in English language (working language of the EUSR in BiH) in accordance with the article VI.1.2 of the Guidelines on the main principles of classification of posts and grading of international contracted staff.

The EEAS, Western Balkans Division, requests EU Member States and European Institutions to second experts or to support the applications for contract regime to the available position with the EUSR in BiH, according to the described requirements and profile:

## I. GENERAL CONDITIONS

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

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

**Flexibility and adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of the team with excellent interpersonal and communication skills and must be able to cope with possible extended separation from family and usual environment.

**Physical and mental health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## II. REQUIREMENTS

### II.A Essential Requirements

The following are essential requirements in respect of international experts to the EUSR in Bosnia and Herzegovina for the Job Description:

#### 1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EFQ)\*, or equivalent, at a level specified in the individual job descriptions.

#### 2. Knowledge

The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

#### 3. Skills and abilities

**Language Skills** – The candidates must be fully fluent in written and oral English language.

**Communication and Interpersonal Skills**- The candidates must have excellent interpersonal and communications skills, both written and oral.

**Organizational skills**- The candidates must have excellent organizational skills with the ability to prioritise work to meet tight deadlines, and a concern for order and accuracy.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

**Driving Skills** – Be in possession of a valid, including Bosnia and Herzegovina, civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive any 4x4 wheel drive vehicles.

*Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.*

### II.B Desirable Requirements

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

**Language** - Proficiency in local language(s) will be considered an advantage.

## III. ESSENTIAL DOCUMENTS AND REQUIREMENTS FOR THE SELECTED CANDIDATES

**Passport** – The selected candidate must obtain a passport from their respective national authorities. Possession of a valid diplomatic or service passport for seconded participants is optional.

**Visas** – Contributing States and selected candidate must ensure that visas are obtained for entry into Bosnia and Herzegovina prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Western Balkans/Bosnia and Herzegovina area.

**Education** diploma(s)/certificates or/and professional certificate(s) - The selected international candidates must have and present to the Mission the University diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

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\* <https://ec.europa.eu/ploteus/content/descriptors-page>

**Personnel Security Clearance (PSC)** – The selected candidate will have to be in possession of the necessary level of security clearance (**EU SECRET** or equivalent), as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of initiation of the process must accompany deployed seconded international experts. For contracted experts, if necessary, the process may be initiated by EUSR BiH. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**Medical Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for mission duty by a competent authority from the member State. This certification must accompany deployed seconded/contracted personnel.

*Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.*

#### **IV. ADDITIONAL INFORMATION ON THE SELECTION PROCESS**

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The EUSR in Bosnia and Herzegovina encourages Member States and European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when using the standard Application Form (Annex 2) and indicating which position(s) the candidate is applying for.

**Selection process** - The candidates considered to be most suitable will be shortlisted and interviewed by audio/video skype/phone, before the final selection is made.

**Information on the Outcome** – Candidates applying for the contracted positions as well as Member States and European Institutions will be informed about the outcome of the selection process after its completion.

**Data Protection** – The EUSR Office processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

**Job Description** – The current reporting lines of the following job descriptions might be subject to modification based on the operational requirements.

#### **V. JOB DESCRIPTION**

<b>Position Title:</b>	<b>Adviser - Strategy, Coordination and Planning 1 position Seconded/Contracted – Expert Level</b>
<b>Position reference number:</b>	<b>IS/C-2022/02</b>
<b>Direct Supervisor:</b>	<b>Senior Adviser – Strategy/Planning/Coordination</b>
<b>Duty Station:</b>	<b>Sarajevo, Bosnia and Herzegovina</b>
<b>Position available:</b>	<b>01 July 2022</b>

The Adviser - Strategy, Coordination and Planning acts as part of the Executive Office for the EUSR / EU Head of Delegation and the Deputy Head of Delegation. The Executive Office supports the EUSR/Head of Delegation and Deputy Head of Delegation in their activities and management of the EU in BiH Office. The Executive Office facilitates cooperation between the EUSR/EUD sections with a view to ensuring effective and coherent delivery of the strategic priorities of the EU in BiH. It comprises a Senior Adviser – Strategy/Planning/Coordination, a Political Adviser – Strategy, Coordination and Planning, an Economic Adviser and a Political Officer. The Adviser works under the direct supervision of the Senior Adviser - Strategy/Planning/Coordination.

The European Union Special Representative (EUSR) in BiH is double-hatted with the European Union Head of Delegation (EU HoD) and the offices and resources of the EUSR work in full collaborative and supportive association with the Delegation of the European Union to BiH. The EUSR also provides strategic advice to EUFOR/Althea.

Together, the Office of the EUSR and the Delegation of the European Union to BiH are referred to as the EU Office. In accordance with the EUSR mandate to '*facilitate progress on political, economic and European standards priorities*', the Adviser will also work closely with the European External Action Service, European Commission services and other EU institutions as required by the EUSR.

The EUSR *modus operandi* and internal organisation will necessarily evolve in accordance with decisions of the Council of the European Union and in relation to the challenges the EUSR meets in BiH. The duties and responsibilities outlined are therefore typical but not exclusive and the EUSR reserves the right to reasonably amend the duties and responsibilities here within.

### **Typical Duties and Responsibilities**

**The Adviser - Strategy, Coordination and Planning** duties and responsibilities include to:

- Contribute to high-quality advice, reports, correspondence, briefings and speech writing to the senior management through policy/strategic advice, guidance to the drafters, as well as drafting, reviewing and editing of the written products;
- Facilitate effective internal communication, coordination and collaboration between the EUSR and EUD together with the Executive Office Senior Adviser and Political Officer, with the overall objective of ensuring policy coherence of the EU Office action;
- Contribute to internal mid-term planning processes around EU Office priorities;
- Coordinate and facilitate follow-up on the EUSR/HoD's tasking to the sections;
- Support the organisation of field missions by the senior management as well as of high-level missions from the Headquarters to BiH;
- Contribute to effective communication, close co-ordination and collaboration with the relevant services of the EEAS, the Council, and the European Commission;
- Other tasks as may be assigned by the EUSR and/or delegated authority.

### **Professional Requirements/Qualifications**

- A minimum of a University Degree in a relevant subject;
- A minimum of five (5) years of professional experience in a similar role;
- Relevant experience in political/policy analysis and advising of senior management;
- Proven ability to deliver high-quality reports, correspondence, briefings and speeches for senior officials;
- Preferably at least two years of professional experience working in a multilateral international environment on political affairs, preferably also with experience of working with the EU;
- Good knowledge of the EU, its institutions and policies in the Western Balkans and in BiH as well as of the current political situation in BiH, and of the underlying factors influencing the country's progress towards the EU;
- Experience from a role that involved ensuring the effective collaboration of staff with multiple other in-house expert units is an asset;
- Prior working experience in BiH and on BiH related matters or other countries in transition considered an advantage.

### **Competencies & Attributes**

- A team-player with a high sense of confidentiality, professionalism and flexibility;
- Excellent oral and writing skills in English language with particular competence in political reporting, speech writing and senior management briefing;
- Excellent interpersonal skills to interact within a multicultural environment;
- ICT skills commensurate with the scope of the post; and
- Knowledge of the official languages of Bosnia and Herzegovina considered an advantage.

### **General conditions**

- National of a Member State of the European Union;
- Personal Security Clearance (EU Secret level or equivalent) is required.
- Candidate will need to be certified medically fit for employment by a competent authority/person in the country of the candidate's residence;
- Possession of a valid driving license and ability to drive EUSR official vehicles.