

Position: Senior Political Advisor	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 50006 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Head of Mission, Head	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Senior Political Advisor reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the wider region;
- To provide analysis and political advice to the HoM and senior Mission management, particularly in view of their possible impact on the Mission's mandate implementation;
- To ensure the HoM and senior Mission management are regularly updated on relevant political developments;
- To lead, direct and manage the work of the local Political Officer;
- To maintain close relationships with the EU Delegation and the EU Special Representative;
- To liaise and develop relationships with relevant local political actors, parliamentarians, local authorities, civil society, EU and other international actors in loco;
- To contribute to the analyses and advice and advice on policy matters pertaining to the Mission mandate implementation;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of press releases, public statements and articles;
- To act as alternate Mission spokesperson as requested;
- To draft Mission reports and prepare briefing notes and meeting records for the HoM;
- To accompany the HoM to meetings, and prepare records of the same;
- To contribute at the appropriate level to regular liaison/coordination with the Civilian Planning and Conduct Capability (CPCC) as required;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To undertake any other related tasks as requested by the HoM.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Mission.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. at Master's level. The qualification should be in the field of Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Excellent interpersonal and presentation skills, familiarity with diplomatic protocol;
- Excellent editing and report writing skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Excellent understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.