



EUROPEAN UNION

Special Representative for the Belgrade-Pristina Dialogue and other Western Balkans regional issues

Position Title: **Senior Political Adviser**
Direct Supervisor: EUSR DWB, Miroslav Lajcak
Duty Station: Brussels, Belgium

The Brussels-based Senior Political Adviser is a key part of the EUSR team and s/he supports and advises the European Union Special Representative for the Belgrade-Pristina Dialogue and other Western Balkans regional issues (EUSR DWB) in fulfilling his mandate.

Has the coordination, oversight and quality control responsibility over all substance matters related to the entire team's work (currently 16 personnel), including on different written outputs.

S/he manages the economic and financing portfolio within the team.

S/he replaces the EUSR in meetings/tasks and deputises in his absence, when required.

S/he co-leads the team's liaison and coordination activities with relevant staff from the European External Action Service (EEAS), the European Commission as well as the EUSR/EU office in Kosovo and EU Delegation in Serbia, and the broader Western Balkans region when required.

S/he also works directly with the competent authorities in Serbia and in Kosovo as well as with the competent authorities of the countries in the region, as appropriate and when senior engagement is required.

The Senior Political Adviser perform her/his tasks under the overall supervision of the EUSR DWB.

1. Main tasks and responsibilities

- Has the coordination, oversight and quality control responsibility over all substance matters related to the team's work, including briefings, speaking points, technical inputs, reporting, etc.
- Provides high-level advice and support to the EUSR on all Dialogue-related and other Western Balkans regional issues.
- Leads and supervises the team's analytical work, including examining implications of emerging issues and preparation of recommendations for possible measures.
- Manages the team's economic and financial portfolio, including liaison with IFIs.
- Participates and contributes to Dialogue meetings in Brussels and elsewhere on all levels, including on the level of Leaders.
- Facilitates and coordinates the implementation of different arrangements and results achieved through the EU-facilitated Dialogue between Kosovo and Serbia.
- Develops, oversees and manages the implementation of projects related to the EUSR DWB mandate.
- Leads the preparation of reports and assessments on issues relevant to the EUSR's mandate.
- Co-leads the team's liaison and coordination activities with EU institutions and offices, missions, EU Member States and international partners as well as local and regional actors and organisations with a view of ensuring clear communication, as well as broad and inclusive consultations among stakeholders involved;
- Briefs the EU Member States and other key stakeholders on the Dialogue, including in different Council Working Groups.
- Undertake any other task as required.

2. Job requirements

- Advanced degree (Master's degree or equivalent) in Political Sciences, History, International Relations, International Development, or other relevant field;
- Successful completion of EU civilian crises management courses is an asset.

- At least 15 years of professional experience, preferably in an international, political and diplomatic context.
- Demonstrated track record in demanding political advisory tasks, reporting and analysis will be expected, particularly in an international context. Prior EU experience, particularly from similar tasks and from the Western Balkans is an important asset.
- Experience from the Western Balkans is required and direct experience from Kosovo and/or Serbia is an important asset. Experience in working in an international environment is essential;
- Proven track record in a negotiation, mediation or dialogue capacity in an international organisation or diplomatic service is required;
- Demonstrated experience from dealing with economic and development financing issues in international context and experience from working with IFIs is an asset;
- Good knowledge of the European Union policies and institutions, particularly CFSP and Enlargement policies;
- Excellent communication skills, especially writing and reporting skills, ability to communicate fluently and convincingly in an international diplomatic and multilingual environment;
- Ability to maintain highest standards of personal integrity, impartiality and self-discipline within the EUSR DWB 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 DWB team or respective tasks and activities. Candidates shall carry out their duties and act in the interest of the EUSR DWB;
- Excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions and articulate them clearly;
- Proactive, dynamic, motivated and flexible personality. Ability to adapt quickly to new situations, maintain a high quality of work in a stressful working environment, deal with emerging challenges and meet strict deadlines. Readiness to work outside normal office hours when needed and travel on a short notice is required;

- Prior management experience in an international setting is required, preferably from the EU context;
- Demonstrated experience of working successfully as part of a team;
- The candidates must be fully fluent in written and oral English language. Knowledge in one of the two other EU procedural languages (German or French) will be an advantage. Knowledge of Albanian and/or Serbian will be an important asset.
- Be in possession of a security clearance at the level of EU Secret.