



## ANNEX 1- Extension of 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>	April 2023 – to be confirmed*
<b>Contract Regime:</b>	Seconded

<b>Job Titles/Vacancy Notice:</b>	<ul style="list-style-type: none"> <li>Political Adviser – Reporting, Analysis and Coordination (IS 2023/04) – 1 position Sarajevo Seconded – Expert level</li> </ul>
<b>Deadline for applications:</b>	Deadline for submitting applications is <b>27<sup>th</sup> March 2023 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 and cover letter to the following email addresses:</p> <p style="text-align: center;"><a href="mailto:EUROPE-2@eeas.europa.eu">EUROPE-2@eeas.europa.eu</a></p> <p style="text-align: center;">or</p> <p><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 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>

(\*The availability date for the post is pending the incumbent's end of employment date)

<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).

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 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 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.

**Personnel Security Clearance (PSC)** –The selected candidate will have to be in possession of Personnel Security Clearance (PSC) at least “EU Secret” level. The seconded experts, the original national security clearance or a proof of initiation of the process must accompany them upon deployment.

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

**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. Application form must be accompanied by a cover letter.

**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** –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

##### Terms of Reference

<b>Position Title:</b>	<b>Political Adviser – Reporting, Analysis and Coordination</b>
<b>Position reference number:</b>	<b>IS 2023-04</b>
<b>Staff Category:</b>	<b>International Seconded</b>
<b>Direct Supervisor:</b>	<b>Head of Political</b>
<b>Duty Station:</b>	<b>Sarajevo, Bosnia and Herzegovina</b>
<b>Position available:</b>	<b>April 2023 – to be confirmed*</b>

The incumbent will contribute to the fulfilment of the mandate and policies of the European Union Special Representative in Bosnia and Herzegovina (EUSR).

The EUSR in BiH is double-hatted with the EU Head of Delegation [EUSR/HoD] and the offices and resources of the EUSR work in full association with Delegation of the European Union to BiH (EUD). In accordance with the EUSR mandate to facilitate progress on political, economic and European standards, the Adviser works seamlessly with the European External Action Service, European Commission services and other EU institutions as required by the EUSR. The Section works closely with the other Sections of the EUD in BiH Office who carry the responsibility of their respective policy areas and portfolios.

The Adviser is responsible for producing political and situational reporting and analysis for the consumption of the Council, EEAS and EC HQ services, resident EUMS in BiH and other external recipients as directed. The Adviser is equally responsible for the coordination of internal briefing notes to inform and guide specific actions of the mandate implementation and particularly for the official visits and meetings of the EUSR/Head of Delegation and the Deputy Head. As such the Adviser performs an important central function through which different office sections and staff collaborate to produce coordinated analytical reports/briefings. The Adviser additionally provides support for the organization of regular meetings with the EU Heads of Missions in BiH, attendance at other formal in-country meetings amongst international actors such as the OHR PIC/SBA/BOP meetings, and support to high level EU visits. The Adviser works closely and collaboratively with the executive office as well as the front offices of the EUSR/HoD and the DHoD to jointly ensure internal awareness of meetings with external actors requiring briefings and at elbow support by knowledgeable expert staff as required.

The Adviser is a key member of the Political Team working under the direct supervision of the Head of the Political Department and alongside other members of the Political Section.

The EUSR modus operandi and internal organisation may evolve in accordance with decisions of the Council of the European Union and in relation to the EUSR's mandate in BiH. The duties and responsibilities outlined below are therefore typical but not exclusive and the EUSR reserves the right to reasonably amend the duties and responsibilities here within.

The Adviser will be skilled in political and situational analysis and will have good knowledge of the political landscape of BiH and an up-to-date knowledge of the EU policies related to BiH. The Adviser will be familiar with the EU institutional structures as they relate to BiH and in particular the Council, EEAS and DG NEAR. The Adviser will have experience in coordination with multiple contributors to produce synthesized and comprehensive final outputs. Importantly the Adviser will be highly adept in their written English and will be highly skilled in the art of concisely written political analysis.

### **Typical Duties and Responsibilities**

Duties and responsibilities include, but are not limited to:

- Draft, edit and finalise political and situational reporting, analysis and briefings. As required, acts as co-ordinator and penholder on a specific policy-file relevant to the EUSR's mandate and provides written inputs for policy/strategy papers, and other reports.
- Support to conduct and coordinate preparations for regular and ad hoc meetings of the EU Head of Missions and other regular forums of the international community in BiH including OHR scheduled meetings (PIC, SBA, BoP and related ad hoc meetings). Attend meetings with or on behalf of senior management as requested, takes and provides meeting summaries/minutes.
- Support the Head of the Political Section in the daily management oversight of the team staff and quality control of the reporting and briefing outputs produced by the team.
- Support the Head of Political Section to ensure timely transmission of the regular reporting to HQ and EUMS (weeklies, ad hoc reports and analysis, mandate implementation reports).
- As required supports high-level missions and official delegations visiting BiH.
- Performs other duties as directed by the EUSR or delegated authority.

### **Professional Requirements/Qualifications**

- University degree in Political Sciences, International Relations, Diplomacy, Law, History, Social Sciences, Economics or other relevant subject ;
- Minimum five years of post-graduate professional experience in a function including work on political analysis and reporting.
- 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 institutions, in particular the EU Council, its General Secretariat and working bodies, the European Commission DG NEAR, EEAS;
- Excellent knowledge of the EU integration process, its methodologies, technical and political requirements;
- Knowledge of BiH and the Western Balkans will be considered an advantage;

### **Competencies & Attributes**

- Excellent oral and written English;
- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to operate independently;
- Excellent communication and analytical reporting writing skills in English language and the ability to present information in a clear and concise manner;
- ICT skills commensurate with the scope of the post; and
- Good interpersonal skills to interact within multicultural environment;

### **General conditions**

- National of a Member State of the European Union;
- The candidate will need to be in possession of a necessary level of security clearance (EU Secret or equivalent) for the post. Further advice may be provided during interview;
- Medically certified fit for employment by a competent authority/person in the country of the candidate's employment, or in BiH if contracted by the EUSR in BiH.
- Possession of a valid driver's license "B" category and ability to drive EUSR official vehicles;