

Position name: Political Adviser	Employment regime: Seconded	
Ref. number: UAC 021	Location: Kyiv	Availability: 01 October 2024
Component/Department/Unit: Chief of Staff Office/Political Analysis and Coordination Division	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Political Adviser reports to the Head of Political, Analysis and Coordination Division.

2. Main Tasks and Responsibilities:

- To follow political developments in Ukraine and the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, contributing third states and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To conduct and prepare briefings and notes to ensure timely information to Mission Members or any other individuals or groups as required;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To assist in conducting and coordinating official visits according to protocol rules;
- To liaise and develop relationships with relevant political actors, local authorities, civil society, EU Delegation, institutions, and international organisations;
- To advise the Head of Political, Analysis and Coordination Division on ensuring coherence between Mission activities and the wider political context.

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 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, Social Sciences or any other related field; 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.

6. Desirable Qualifications and Experience:

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language skills.