



ANNEX 1- Call for Contributions

Organisation:	European Union Special Representative in Bosnia and Herzegovina
Job Location:	Banja Luka, Bosnia and Herzegovina
Availability:	As of 01 April 2022
Contract Regime:	Seconded/Contracted

Job Titles/Vacancy Notice:	<ul style="list-style-type: none"> Political Adviser to EUSR and COMEUFOR in Bosnia and Herzegovina (IS/C 2022/01) - 1 position Sarajevo Seconded/Contracted – Expert level
Deadline for applications:	Deadline for submitting applications is 07 February 2022 at 23:59 hours (Brussels time)
Email address to send the Job Application Form/CV:	<p>For seconded candidates:</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;"> Olivia.DE-GUERRY@eeas.europa.eu EUROPE-2@eeas.europa.eu aida.zunic@ext.eeas.europa.eu </p> <p>For contracted candidates:</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;">delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu</p> <p>General aspects for seconded and contracted candidates:</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>

Information:	<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: delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu</p> <p>For updates on this position and other EUSR positions please check our website http://europa.ba</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.
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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 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.

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

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. For contracted experts, if necessary, the process may be initiated by EUSR BiH.

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

Position Title: Political Adviser to the EUSR and to COMEUFOR in Bosnia and Herzegovina

Position reference number: IS/C 2022/01
Direct Supervisor: For the EUSR - Head of Political
For EUFOR - COMEUFOR

Duty Station: Sarajevo, Bosnia and Herzegovina
Position available As of 01 April 2022

This post is a jointly shared function between the EU Special Representative in BiH and the Commander of the EU Forces in BiH. The primary task is to ensure effective co-ordination on political and civilian aspects of the EU policy in BiH as guided by the EUSR with the EU military aspects under COMEUFOR and as guided by the Operation Commander and the Crisis Management and Planning Department of the EEAS (CMPD).

The Adviser will play a key role in helping to prepare strategy papers and analyses for the EUSR and COMEUFOR on political and military matters and in particular by assisting with forward planning. S/he will maintain close liaison among the EU actors in BiH, namely the EUSR, EU Delegation and EUFOR and the relevant domestic authorities on EU-related matters.

Typical Duties and Responsibilities

- Advise the EUSR on political, military and security issues pertinent to the EUSR's political co-ordination and the situation in BiH.

- Advise the EUSR on political and other EUSR mandate contributions to the situational analysis and reporting requirements relating to the EU military in BiH.
- Act as the main political adviser to COMEUFOR and co-ordinate the activities of the national political adviser(s) (POLADs) working with COMEUFOR.
- Provide COMEUFOR with political guidance on issues with a local political-military dimension, in particular concerning sensitive operations, relations with local authorities and relations with the local media.
- Ensure co-ordination of information and BiH political analysis between EUFOR, the EUSR Office and CMPD.
- Support effective liaison and coordination between CMPD, COMEUFOR and EUSR.
- Coordinate EUFOR involvement in Security Sector Reform with the EUSR office.
- Consult COMEUFOR and advise the EUSR on political actions that may have an impact on the security situation.
- Advise COMEUFOR on EU issues in general, in particular on the coordination between EUFOR and EU actors in BiH.
- Advise COMEUFOR on politico-military issues, particularly in relation to EUFOR activities and operations and the development of the force, and to implementation of the Dayton Peace Accord.
- Advise COMEUFOR on the political situation in the country and the region, and on relations with local public authorities and international authorities and/or officials.
- Liaise with the EEAS (CMPD) and ensure that EUFOR activities are consistent with the policy guidelines of the Council.
- In close coordination with CMPD and the POLAD to the ALTHEA Operation Commander, inform and advise COMEUFOR of the EU decision-making process and the general political context.
- In the case of a potential conflict of interest from the exercise of the double-hatted duties as Political Adviser to both COMEUFOR and EUSR the incumbent shall immediately inform COMEUFOR and the EUSR, who will take the necessary measures to resolve such conflict.
- Carry out other duties as required.

Professional Requirements/Qualifications

- University degree in social sciences, law, military academy or other relevant subject;
- Preferably a minimum of 10 years of professional working experience including 6 years of experience in the provision of political analysis and advice and the execution of related duties in a national or preferably an international context;
- Knowledge of EU security sector reform, and related legislative and governance issues;
- Sound knowledge of the EU Institutions and European policies, particularly related to the Common Foreign and Security Policy, including the Common Security and Defense Policy;
- An up-to-date understanding of the political situation in BiH and of the EU's policy towards BiH and its path towards EU accession/

Competencies & Attributes

- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to operate independently;
- Ability to operate within a fast moving environment and react appropriately to change;
- Excellent communication and reporting skills, and the ability to present information in a clear and concise manner;
- Excellent oral and written English;
- ICT skills commensurate with the scope of the post; and
- Very good interpersonal skills to interact within multicultural environment.

General conditions

- National of a Member State of the European Union;
- Prior to contracting, 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;
- The Candidate will need to be certified medically 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.