

Position Code	Position Title	
ALS 22	Analyst to the Political Adviser	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff	Yeghegnadzor	G I

The Analyst/Assistant to the Political Adviser reports to the Political Adviser and is administratively coordinated through the Chief of Staff Office.

### **Duties and Responsibilities**

- To closely follow the on-going political developments in relation to regional conflict and domestic policy issues and provide regular written and oral updates;
- To provide in-depth analysis of regional and domestic developments and prepare input to the Political Adviser and other staff members on a systematic basis;
- To keep the Political Adviser updated on internal and external developments relevant for the work of the Department;
- To provide support to the Political Adviser in liaising with representatives of think-tanks, civil society, government institutions and international organisations;
- To provide translation and interpretation for the Political Adviser and, if needed, other staff within the Department;
- To support the Political Adviser in organisational and secretarial tasks;
- To perform other duties as required by the Political Adviser and to act as a back-up for other staff members of the Department during leaves and absences.

### **Qualifications and experience**

#### **Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Citizen of Armenia and/or holding permanent resident and work permits according to Armenian legislation, no criminal record;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full university studies attested by a postgraduate degree (e.g. Master's Degree) in political science or a related field of study within the social sciences or the humanities;
- After having obtained the Master's Degree, a minimum of 5(five) years of relevant professional experience.

#### **Essential criteria:**

- Be physically fit to perform the duties relating to the position;
- Proficiency in written and spoken English and Armenian, and excellent Russian language comprehension;
- Excellent analytical skills in the field of political science or similar;
- Excellent drafting, reporting and communication skills;
- Solid work experience in political analysis from employment in an expert institution, government agency or international organisation;

- Solid translation skills (Armenian-English-Russian) and experience from interpretation (Armenian-English/English-Armenian);
- IT proficiency in Word, Power Point and other text processing programmes.

**Additional advantageous assets:**

- Work experience from international organisations and/or a multicultural environment;
- Good negotiation skills;
- Advanced language skills and/or knowledge of other languages widely spoken in the South Caucasus region;
- Knowledge of the European Union policies and institutions, knowledge of the Common Foreign and Security Policy (CFSP);
- Knowledge of additional IT skills and communication tools.

**Personality assets:**

- Strong work ethics;
- Good organisational skills;
- Punctuality;
- Commitment to quality;
- Attention to detail;
- Capability to work in a team;
- Ability to perform under stress and adhere to strict deadlines;
- Ability to maintain high standards of personal integrity, impartiality and self-discipline;
- Proactive, dynamic, motivated and flexible personality;
- Ability to adapt quickly to new situations,
- Willingness to continuously develop and refine skills relevant to the specified duties;
- Readiness to work flexible hours;
- Ability to work under minimum supervision;
- Showing respect for others and valuing diversity.