

EUROPEAN EXTERNAL ACTION SERVICE



Mr Miroslav Lajčák
European Union Special Representative
for the Belgrade-Pristina Dialogue and
other Western Balkan regional issues (EUSR DWB)

Advertisement for Political Adviser to the EUSR for the Belgrade-Pristina Dialogue and other Western Balkan regional issues

Organisation:	European Union Special Representative for the Belgrade-Pristina Dialogue and other Western Balkan regional issues
Job Location:	Brussels, Belgium
Availability:	ASAP until 31 August 2024
Contract Regime:	Full time LOCALLY CONTRACTED (with the option of renewal)
Job Titles/Vacancy Notice:	Political Adviser - 2023/01
Deadline for applications:	9 June 2023, 17:00 Brussels time
Email address to send the Job Application Form/CV:	EUSR-DWB@eeas.europa.eu

A. Essential Requirements

Citizenship – Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Ability to communicate effectively in English – The candidates must be fully fluent in written and oral English language. Knowledge of Albanian and/or Serbian will be an advantage.

Education – Master's degree or equivalent in Law, Political Sciences, International Relations, Public or Business Administration/Management or other relevant field

Professional experience - At least 7 years of professional experience, preferably in an international, political and/or diplomatic context. Relevant experience in political advisory tasks, reporting and analysis will be expected, preferably from working in a Member State administration, an international organisation(s) or EU delegation. Experience from the Western Balkans and specifically direct experience from Kosovo and/or Serbia, or expertise in community or minority rights and self-management in Europe will be an advantage. Experience in working in an international environment is essential.

Good knowledge of the European Union policies and institutions, knowledge of the Common Foreign and Security Policy (CFSP) and Enlargement policies will be an asset.

Computer Skills – Ability to operate Windows, including MS Office and Video-Conferencing tools. Knowledge of other IT tools will be an asset.

Communication skills – Excellent communication skills, especially writing and reporting skills, Ability to communicate fluently and convincingly in an international diplomatic and multilingual environment.

Integrity – 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.

Negotiation Skills – Prior experience from conducting negotiations in an international setting.

Analytical skills - 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.

Teamwork - Demonstrated experience of working successfully as part of a team.

Flexibility - 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.

B. Additional Information on the Selection Process

Deadline for applications – the deadline for applications is **9 June 2023, 17:00 Brussels time**. Applications submitted after the deadline will not be considered.

Application Form – Applications will be considered only when using the standard Application Form (Annex 2).

Selection process - The candidates considered to be most suitable will be shortlisted. Candidates may be asked to participate in a written test and a competency-based interview by video before the final selection is made.

Information on the Outcome –Candidates will be informed about the outcome of the selection process after its completion.

The EUSR DWB is committed to achieving gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

C. Job Description

1. Overall purpose

The Brussels-based Political Adviser will be part of the EUSR team tasked to assist the European Union Special Representative for the Belgrade-Pristina Dialogue and other Western Balkans regional issues (EUSR DWB).

S/he will liaise closely with relevant staff from the European External Action Service (EEAS), the European Commission as well as the EUSR/EU office in Pristina and EU Delegation in Belgrade. S/he will also liaise closely with the relevant staff in the other

Delegations in the Western Balkans, as appropriate.

S/he will also work 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.

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

2. Main tasks and responsibilities

- Support, assist and advise the EUSR, as well as other members of the EUSR DWB team on Dialogue-related issues and other Western Balkans regional issues.
- Analyse implications of emerging issues and making recommendations on possible measures.
- Support the facilitation of the Belgrade-Pristina Dialogue through direct involvement in Dialogue meetings in Brussels and elsewhere, as required by the EUSR DWB.
- Facilitate the implementation of arrangements and results achieved through the EU- facilitated Dialogue between Pristina and Belgrade.
- Draft and oversee the implementation of projects related to the EUSR DWB mandate.
- Prepare reports and assessments on relevant issues and advise the EUSR, and members of the EUSR DWB team accordingly.
- Liaise 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 and a broad consultative and inclusive process among stakeholders involved.
- Brief EU Member States in Brussels, as required by the EUSR DWB.
- Undertake any other tasks as required.