

Annex 1

Seconded Political Adviser to EUSR for Central Asia

Terms of Reference

Place of employment: Brussels, Office of the EUSR for Central Asia

Main Responsibilities:

- political advise to the EUSR on all Central Asian dossiers;
- accompanying the EUSR on his missions in the region, including expert advise and protocol;
- preparation of talking points and background analysis;
- drafting policy papers;
- drafting speeches for conferences on Central Asia;
- representing the EUSR at conferences and international meetings upon request;
- liaising between the EUSR team and relevant EEAS services as well as other EU institutions;
- liaising with COEST and other Council working groups.

Qualifications and Experience:

- Diplomatic experience, including bilateral and/or multilateral negotiations.
- Ability to work in multicultural environment.
- Work experience related to Central Asia, especially with international organisations or other structures.
- Familiarity with EU affairs and good understanding of the EU/EEAS system.
- Full fluency in speaking and writing in English.
Knowledge of Russian will be considerate as an advantage.
Familiarity with Central Asian languages will be welcomed.
- Good interpersonal and communication skills and familiarity with diplomatic protocol.
- Good administrative skills.
- Ability to handle stressful situations.