



ANNEX 1- Call for Contributions

Organisation:	European Union Special Representative in Bosnia and Herzegovina
Job Location:	Banja Luka, Bosnia and Herzegovina
Availability:	01 November 2021
Contract Regime:	Seconded/Contracted

Job Titles/Vacancy Notice:	<ul style="list-style-type: none"> Political Adviser, Head of Banja Luka Office (IS/C 2021/08) - 1 position Banja Luka Seconded/Contracted – Expert level
Deadline for applications:	Deadline for submitting applications is 11 October 2021 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 EURCA-WEST-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, Head of Banja Luka Office International position – Seconded/Contracted (Expert level))
Position reference number:	IS/C 20121/08
Direct Supervisor:	EU Special Representative in Bosnia and Herzegovina
Duty Station:	Banja Luka, Bosnia and Herzegovina
Position available:	01 November 2021

The powers and authorities of the European Union Special Representative (EUSR) and the powers and authorities of the Head of European Union Delegation in Bosnia and Herzegovina are vested in the same person. The EUSR's mandate includes facilitating progress on political, economic and European priorities in close coordination with European Commission and European Union External Action Service (EEAS) in order to ensure consistency with other relevant activities falling within the competence of the Union.

Representing the EUSR in Banja Luka, the Adviser ensures excellent communication and collaboration with the relevant entity institutions of Republika Srpska (RS) and other key EU stakeholders in Banja Luka, in line with the EUSR's mandate and political priorities. The Adviser is responsible for the function and conduct of the EUSR representation and regular analytical reporting on political and economic developments. The office comprises of the Head, two local staff Political Advisers, one officer and an intern.

The Adviser works closely with other political section colleagues based in Sarajevo, Brcko and Mostar, the EUSR Legal Service, Rule of Law and Communication sections and with the EU Delegation Operations Section as required for the tasks assigned.

The Adviser is responsible for engaging and liaising with the EU's stakeholders in local municipalities in line with the agreed geographical Area of Responsibility (AoR) of the EUSR Banja Luka office, comprising the Western part of RS and the Una-Sana Canton in the Federation of BiH.

The Adviser co-ordinates with and provide expert assistance to the EU Delegation as requested by the EUSR/Head of Delegation and in accordance with the EUSR mandate. The EU Delegation has other important responsibilities relating to matters which are under the competency of the European Commission and in this respect the Commission remains responsible for its related policies and the implementation of its external assistance which is funded through the IPA programme.

The EUSR modus operandi and internal organisation will necessarily evolve in accordance with decisions of the Council and in relation to the challenges the EUSR meets in BiH. The outlined role and functions are therefore typical but not exclusive and the EUSR reserves the right to reasonably amend those stated here within in a view to ensure that all Union instruments in the field are applied coherently to attain the Union's policy objectives.

Frequent travel within between duty station and Sarajevo HQ should be assumed.

Typical Duties and Responsibilities

- Responsible for the management and conduct of the office and its function in Banja Luka and its coordination and collaboration with the main EU Office in Sarajevo.
- Facilitate the political and operational engagement of the EUSR office with the stakeholders of the executive and legislative branches and non-political interlocutors including civil society. Strongly advocate for the EU priorities.
- Provide timely information, feedback, analysis and expert advice. Monitor, research, report on, provide informed in-depth analysis on events and/or developments, political or otherwise.
- Typical expert contribution includes: drafting speeches, letters, talking points, meeting minutes, political briefings, background papers, inputs to political weekly report, Mission Implementation Report (MIR), Stabilisation and Association (SAP) reports, other ad-hoc contributions.
- Establish and maintain regular communication and relations with the relevant executive and legislative authorities, other key stakeholders, Media, Political Party Representatives, Civil Society Organisations, International Community Representatives, Academia, Business Associations, and Religious Institutions among others.
- Maintain good communication with offices of the International Community active in the AoR, facilitating understanding of EU policies and its activities, coordination and collaboration and good relations. Represent the EUSR office at meetings organised by the International Community.
- In cooperation with the Communications Section, facilitate and contributes to the EU's public advocacy actions.
- Facilitate high level visits of the EUSR/HoD or oDHoD to the AoR. At the direction of the EUSR provide support to other visiting senior members of the Council, European External Action Service, the European Commission or other EU institutions.
- At the direction of the EUSR provide a representative function on his/her behalf or related to other EU Office Section responsibilities.
- Responsible for the daily management of the staff members and the office, work quality and professional performance, and for the adherence of the staff to the EUSR rules and regulations.
- Other tasks as reasonably assigned by the EUSR.

Professional Requirements/Qualifications

- University Degree in political science, economic or similar related to the post. A related advanced level degree qualification would be an advantage;
- Minimum of 6 (six) years of experience in government, public policy and international affairs preferable;
- Good knowledge of the European Union, its institutions and EU policies in the Western Balkans;
- Good knowledge of the overall situation in the Western Balkans, and in particular of the overall situation in BiH;
- Experience from working in multilateral missions, preferably including in the Western Balkans;
- Experience from working with senior government and parliament officials in EU member states and preferably in the Western Balkans;
- Prior office management experience would be an asset.

Competencies & Attributes:

- Excellent political and analytical skills;
- Ability to be a team-player as well as to taking initiative and work in team setting with high sense of confidentiality and flexibility;

- Ability to work long hours with focus on result and objective;
- Ability to operate independently;
- Excellent communication and reporting skills, and the ability to present information in a clear and concise manner;
- Excellent speech writing skills in English language;
- ICT skills commensurate with the scope of the post;
- Good interpersonal skills to interact within multicultural environment;
- Fluency in written and spoken English. Good report writing skills in written English;
- Knowledge of the official languages of Bosnia and Herzegovina will be an asset.

General conditions:

- National of a Member State of the European Union;
- 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 upon request;
- The Candidate will need to be certified medically fit for employment by a competent authority/person in the country of the candidate's residence;
- Possession of a valid driver's license "B" category and ability to drive EUSR official vehicles.