



## International Civilian Office/EU Special Representative

### Terms of Reference (TOR)

1.	<b>Position title: VA Number:</b>	Special Adviser to the Head of Mission (ICR/EUSR) IS043
2.	<b>Category/Grade:</b>	Category 1
3.	<b>Unit/Office/Section:</b>	Front Office
4.	<b>Duties and responsibilities:</b>	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>• Provide policy and strategic advice to the International Civilian Representative / European Union Special Representative (ICR/EUSR), including advice on issues related to overall political developments in Kosovo.</li> <li>• Accompany the ICR/EUSR to his meetings with outside officials, and report on these meetings as necessary.</li> <li>• Develop recommendations on issues relevant to the fulfillment of the mission's mandate and in coherence of the two mandates (ICO/EUSR).</li> <li>• As requested by the ICR/EUSR, provision of guidance to ICO units, including the field presences, as appropriate.</li> <li>• Ensure coherence of speaking points, briefings, press releases and press lines, speeches and other documents destined for the ICR/EUSR external performances.</li> <li>• Chair/participate in internal meetings with the aim to co-ordinate activities and develop policy recommendations for the ICR/EUSR in a number of different areas.</li> <li>• As appropriate, act as the ICR/EUSR deputy on EUSR related issues</li> <li>• Conduct regular meetings with Kosovo Government officials and representatives of political parties.</li> <li>• Have frequent contacts with the EU in Pristina (EULEX, Commission, Presidency) and in Brussels (DGE VI, CPCC, Commission) and participation in EU HoMs meetings.</li> <li>• Maintain contacts with other ISG embassies and international organisations in Kosovo.</li> </ul>
5.	<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• Advanced University degree in Political Science, International Relations, Diplomacy, Law, or other relevant subject.</li> <li>• Minimum of 10 years of relevant professional experience in a policy analytical and /or diplomatic position in a national or international context</li> </ul>

		<p>combining analytical policy skills and/or advisory competencies.</p> <ul style="list-style-type: none"><li>• Extensive knowledge and experience from the EU institutions and European policies, particularly related to the Common Foreign and Security Policy and European Security and Defence Policy</li><li>• Thorough experience from dealing with local and international counterparts on politically sensitive issues within a complex legal and political setting</li><li>• Demonstrated ability to provide seasoned policy and strategic advice on a broad range of policy areas and diplomatic issues.</li><li>• Excellent oral and written communication skills as well as strong interpersonal skills</li><li>• Ability to work cohesively and cooperatively within an international setting, particularly in crisis areas with multi-national and international organisations</li><li>• Understanding of the political and cultural context in Kosovo and the Western Balkans region</li><li>• Sound knowledge of the ICO mandates and the Comprehensive Status Proposal desirable</li><li>• Fluent in English. Knowledge of any other official language in Kosovo is an advantage</li></ul>
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