



International Civilian Office/EU Special Representative

Terms of Reference (TOR)

1.	Position title: VA Number:	Head of Political Affairs Unit - 1 position IS074
2.	Category/Grade:	Category 1
3.	Unit/Office/Section:	Policy Unit
4.	Duties and responsibilities:	<p>The Head of the Political Affairs Unit leads a team currently consisting of 12 staff members (7 international and 5 national staff). The Unit monitors the overall implementation of the Comprehensive Proposal for the Kosovo Status Settlement, maintains close links with political actors in Kosovo, develops policy and coordinates the implementation efforts within the ICO/EUSR office. The staffing of the Unit, as well as its portfolio of tasks, is expected to evolve as the ICO moves forward with the CSP implementation.</p> <p>The Head of Political Affairs Unit is responsible, in particular, for:</p> <ul style="list-style-type: none"> • preparing policy advice for the ICR/EUSR on political issues of relevance to the mission; • analyzing and reporting on the political situation in Kosovo and the region and keeping the ICR/EUSR and senior management abreast of all relevant developments, including, in consultation with other ICO units, on ensuring compliance with the status Settlement; • ensuring coherence of ICO's policies and activities and liaising with other international actors in this regard, such as UNMIK, NATO, OSCE, foreign missions, NGO's etc.; • assisting the EUSR in his coordinating role with other EU presences to ensure a coherent EU policy in Kosovo; • developing a strategy on Settlement implementation and implementation enforcement; • overseeing the unit's secretariat function for the International Steering Group; • coordinating, through a local working group, international support for the Foreign Ministry; • managing the Unit to ensure its efficient delivery of the above defined tasks.
5.	Qualifications and Experience:	<ul style="list-style-type: none"> • Advanced University degree in Political Sciences, International Relations, Diplomacy,

		<p>Law, History, Social Sciences, Economics or other relevant subject.</p> <ul style="list-style-type: none">• Minimum 9 years of relevant professional experience in a policy analytical and/or implementation position in a national or international context, or to have a minimum of 7 years of progressively responsible professional experience at management level.• Extensive knowledge and experience from the EU Institutions and of European policies, particularly related to the Common Foreign and Security Policy and European Security and Defence Policy• Ability to manage diverse staff within an international setting as well as excellent communication skills• Experience from dealing with local and international counterparts on politically sensitive issues• Thorough understanding of the political and cultural context in Kosovo and the Western Balkans region• International experience, particularly in crisis areas with multi-national and international organizations• Fluent in English. Knowledge of any of the official languages in Kosovo is an advantage
--	--	---