



## International Civilian Office/EU Special Representative

### Terms of Reference (TOR)

<b>1.</b>	<b>Position title: VA Number:</b>	Policy Officer NS088
<b>2.</b>	<b>Category/Grade:</b>	2
<b>3.</b>	<b>Unit/Office/Section:</b>	ICO Mitrovica - Policy Unit
<b>4.</b>	<b>Scope of the Position:</b>	Main concept of position as Policy Officer is to assist local authorities, undertake research, provide analysis and form proposals to ensure the best possible guidance for HICOM decision making in regards to regional circumstances in ICOM area of responsibility.
<b>5.</b>	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ To advise and support local authorities in the municipality of Vushtrri/Vucitrn and Skenderaj/Srbica on implementation of CSP, with special focus on Annex II.</li> <li>▪ To establish and maintain a regular network of cooperation with the Near North K-Serb Community in order to develop a support system.</li> <li>▪ Establish a network of local stakeholders (government officials, political party representatives, civil society leaders, representatives of communities etc.) and with relevant international actors to foster a collaborative approach.</li> <li>▪ Facilitate with the Ministry of Community and Returns, municipal structures, IDPs and other governmental and non-governmental organisations to steer forward the return process.</li> <li>▪ To advise HICOM on political issues and assist with public outreach.</li> <li>▪ In due time monitor and follow up on census and elections in the area of responsibility of ICO.</li> </ul>
<b>6.</b>	<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• University Degree in Political Sciences, International Relations, Social Sciences or academic training relevant to the post or equivalent work experience.</li> <li>▪ A minimum of 7 years of working experience with international organizations in Kosovo.</li> <li>▪ Experience dealing with community projects involving minority rights, including in the areas of property rights and returns.</li> <li>▪ Experience in liaison with local entities and authorities.</li> <li>▪ High proficiency in spoken and written English.</li> <li>▪ Excellent analytical abilities.</li> <li>▪ Knowledge of Albanian required and Serbian language desirable.</li> <li>▪ Previous experience working in Mitrovica region.</li> </ul>