

Position Title: **Political Officer**

Direct Supervisor: Belgrade-based Political Adviser

Duty Station: Belgrade, Serbia

Type of contract: Local hire

The Political Officer will be part of the EUSR team tasked to assist the European Union Special Representative for the Belgrade-Pristina Dialogue and other Western Balkan regional issues. S/he will work directly together with the Belgrade-based Political Adviser.

S/he will participate in the team's work with the competent authorities in Serbia and liaise closely with a broad range of different actors, stakeholders and partners in Serbia.

S/he will work closely with the EU Delegation in Serbia and also liaise with relevant staff from EEAS, Commission as well as the EUSR/EU office in Pristina.

The Political Adviser will perform his/her tasks under the overall supervision of the EUSR represented by the Belgrade-based Political Adviser.

1. Main tasks and responsibilities

- Supports, assists and advises the Belgrade-based Political Adviser, and the broader EUSR team on Dialogue-related issues and other Western Balkan regional issues, as appropriate;
- Supports and assists the facilitation and supervision of the implementation of arrangements and results achieved in the EU-facilitated Dialogue between Belgrade and Pristina;
- Conducts political analysis and reporting on issues related to current political developments in Serbia and particularly on issues linked to the Dialogue;
- Monitors local media and prepares regular briefings;
- Undertakes desk research on a variety of issues linked to the Dialogue;
- Prepares other reports on relevant issues, as appropriate;
- Supports and assists the implementation of EU-financed projects related to the Dialogue;
- Liaises closely and regularly with a broad range of different Serbia-based actors, stakeholders and partners, in close coordination with the broader EUSR team;
- Liaises with EU Delegation in Serbia as well as other EU institutions and offices, missions and international partners with a view of ensuring clear communication and a broad consultative and inclusive process;
- Undertakes any other tasks as required.

2. Job requirements

- University degree in Political Sciences, International Relations, Public or Business Administration/Management, Law or other relevant field;
- At least 6 years of professional experience, preferably in a political and/or diplomatic context;
- Proven track record in political reporting and analysis in the Serbian context (any additional regional experience would be an asset);
- Proven track record in conducting desk research based on public sources, and analysing and presenting the findings;
- Good knowledge of the European Union policies and institutions, particularly CFSP and Enlargement policies would be an asset;
- Any experience in political negotiations/mediation/dialogue would be an asset;
- Excellent organisational and problem-solving skills;
- Excellent interpersonal and communications skills;
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule;
- Ability to work independently but also as part of a team;
- Fluency in Serbian and English;
- In possession of a valid civilian driver licence for motor vehicles (Category B or equivalent).