

Position: Senior Political Advisor	Employment Regime: Seconded	
Ref. Number: EK 60023 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 3 Oct 2025
Component/Department/Unit: Office of the Head of Mission	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Political Advisor reports directly to the Head of Mission (HoM) and is administratively line managed by the Chief of Staff Office.

2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the wider region;
- To provide analysis and advice to this regard to the HoM and senior Mission management, particularly in view of their possible impact on the Mission's mandate implementation;
- To lead, direct and manage the work of the local Political Officer;
- To ensure the HoM and senior Mission management are regularly updated on relevant political developments as appropriate;
- To accompany HoM to meetings, and prepare records of the same;
- To liaise and develop relationships with relevant local political actors, parliamentarians, local authorities, civil society, EU and other international actors in loco;
- To contribute to the political aspects of press and public information activities, including with reference to the clearance of press releases and public statements;
- To act as alternate Mission spokesperson as requested.
- To prepare and contribute to briefings and notes for the HoM;
- To contribute to and review regular Mission reports and other reports as appropriate;
- To contribute at his/her level to regular liaison/coordination with the Civilian Operations Headquarters (CivOpsHQ) as appropriate;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to the identification and development of lessons learned within his/her area of expertise;
- To undertake any other related tasks as requested by the HoM.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Mission.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. at Master's level. The qualification should be in the field of Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Excellent analytical, editing and report writing skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;

- Excellent understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

6. Desirable Qualifications and Experience:

- Excellent interpersonal and presentation skills, familiarity with diplomatic protocol;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- International experience, particularly in crisis areas with multi-national and international organizations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.