

<b>Position Name:</b> Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO PA 03	<b>Location:</b> Tbilisi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Political, Analysis, Reporting and Communications Department/ Political Advice Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Political Adviser reports to the Head of Political, Analysis, Reporting and Communications Department (PARC).

### 2. Main Tasks and Responsibilities:

- To follow mandate-relevant political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Department Management, Head of Mission and Senior Mission management are regularly updated on political developments;
- To contribute to the preparations and conduct of official visits, as well as bilateral and multilateral meetings (in particular Incident Prevention and Response Mechanism meetings and Geneva International Discussions);
- To maintain close relationships with the EU Delegation and the EU Special Representative office;
- To liaise and develop relationships with relevant authorities, civil society, EU actors, and international organisations;
- To contribute to Mission reports as well as to draft and prepare briefings, speeches, notes and meeting records;
- To conduct briefings for Mission members and external audiences;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality, human rights aspects and environmental sustainability in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political studies, Public Policy, Diplomacy, Security studies or another related field;  
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential knowledge, skills and abilities:

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality.

**6. Desirable Qualifications and Experience:**

- Analytical capability;
- Ability to work as a member of a team;
- International experience, particularly in crisis areas with multi-national and international organisations.

**7. Desirable knowledge, skills and abilities:**

- Knowledge of the European Union policies and institutions, particularly CFSP and CSDP;
- Experience in dialogue facilitation, mediation and conflict analysis;
- Fluency in Russian language.