

JOB PROFILE	JOB REQUIREMENTS
<p style="text-align: center;">JOB FRAMEWORK</p> <p>Job Title: Political officer</p> <p>Job location : Delegation to the former Yugoslav Republic of Macedonia</p> <p>Area of Activity: Governance, Institution building and pre-accession reporting</p> <p>Category : SNE</p> <p>Situation :</p> <p>SYSPER2 Job.No:112018</p> <p>Post No.Narcisse : 22807</p>	<p>EDUCATION AND TRAINING The successful candidate should be an EU Member State official. The candidate should have a university degree in law, political sciences or other equivalent educational background and a working experience of at least 8 years in the following areas: Political reporting, international relations diplomacy, CFSP/ESDP, multilateral relations.</p> <p>KNOWLEDGE & EXPERIENCE Knowledge and experience of the areas of EU Enlargement policy and EU policy in the Western Balkans (Stabilisation Association Process) are required. International experience (in particular in the context of the preparation of the countries of Central and Eastern Europe for EU membership) in the area of justice and home affairs – in particular in the fields of Fight against organised crime, police reform and security sector reform - would be an asset. Knowledge of the EU CFSP/ESDP would be also considered as an asset.</p>
<p style="text-align: center;">JOB CONTENT</p> <p>Overall purpose :</p> <ul style="list-style-type: none"> • To assist the Head of delegation and the Head of Section Section for the political reporting and the follow-up the political developments in the former Yugoslav Republic of Macedonia. • The Political officer could also as appropriate be called to advise on the main cooperation activities between the EU and the former Yugoslav Republic of Macedonia in the area of fight against organised crime, police reform, security sector reform and CFSP/ESDP. <p>Functions and Duties :</p> <ul style="list-style-type: none"> • The Political officer will work closely with Commission Headquarters in the context of establishing the pre-accession reports relating to the former Yugoslav Republic of Macedonia. The job includes regular monitoring, analysing and reporting on the political situation. The political officer can also be called to represents the delegation in various meetings and conferences; • The political reporting to Commission's headquarters is done on a weekly, monthly, annual and ad hoc basis; the task involves continuous contacts with the international community, national authorities and other sources of information; • He/She will have to liaise with the authorities in performing the above duties; • Liaise and coordinate with the international community in related sectors; • Liaise and coordinate with the EU member states embassies and with the office of the EU Special Representative in the areas covered. 	<p style="text-align: center;">SKILLS</p> <p>Linguistic skills</p> <ul style="list-style-type: none"> • Excellent written and spoken English as a requirement • Knowledge of Macedonian ,Albanian and/or additional EU language(s) as an asset <p>Communication skills</p> <ul style="list-style-type: none"> • Excellent drafting skills and excellent analytical and reporting capabilities; • Good capacity to communicate clearly at all levels and to maintain communication and information flow within and outside the section <p>Interpersonal skills</p> <ul style="list-style-type: none"> • Ability to develop an effective network of contacts both at Headquarters' level and with external partners • Good capacity to work as a team player <p>Intellectual skills</p> <ul style="list-style-type: none"> • Ability to identify and analyse key points in verbal and written information • Sense of initiative <p>Management skills</p> <ul style="list-style-type: none"> • Very good coordination skills • Good capacity to organise oneself to deliver results in a timely manner • Capacity to work under pressure and respond quickly to demands <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Flexibility • Commitment to quality and accuracy • Responsibility and discretion