



Vacancy and Job Description

Division, Department, Unit	Region	Position Reference	Generic Pos. Ref.	Position Title	Vacancies
Office of the Head of Mission	Pristina	EKLS 50001	LS0009	Political Officer	1

Title: **Political Officer**

Ref. no: **LS0009**

Region: **Pristina**

Grade: **2**

The Political Officer reports to the Senior Political Advisor and the Head of Mission.

Main Tasks and Responsibilities:

- To advise and support the Senior Political Advisor and the Head of Mission on political matters relevant to the Mission;
- To monitor and analyse the political situation, political developments and possible political influence on Rule of Law institutions in Kosovo and in the region and provide related information to the Senior Political Advisor and the Head of Mission;
- To draft and if necessary, revise Mission reports, analyses, talking points, briefing materials, speeches and other related documents as requested;
- To establish and maintain contact with Kosovo officials, party representatives as well as representatives of local and international organisations and other actors regarding issues of concern to the Mission;
- To undertake any other tasks as required on behalf of the Senior Political Advisor.

Job Requirements:

- Highly motivated individual with a developed sense for political networking;
- 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 fields of Political Science, International Relations, Diplomacy, Law, Social Sciences or other related university studies;
- A minimum of 3 years of relevant professional experience, preferably in advisory capacity;
- Professional fluency in the English language, both oral and written;
- Knowledge of Albanian and/or Serbian essential. Knowledge of an additional Kosovo local language would be an advantage;
- Excellent knowledge of Kosovo institutions and thorough understanding of the social and political context;
- Strong drafting and analytical skills;
- Ability to present information in a clear and concise manner and provide innovative ideas about relevant subjects;
- Ability to perform under stress; willingness to work flexible working hours; good multi-tasking and organisational skills;
- Ability to establish and maintain effective working relations with people of different cultural and religious backgrounds, different gender, and divers political views;



- Ability to deal with sensitive information discreetly and confidentially;
- Valid driving licence of B category.