



### Vacancy and Job Description

Division/1st Level Department	Department/Unit	Region	Position Reference	Generic Pos. Ref.	Position Title	Vacancies
Office of the Head of Mission	Head/Deputy Head of Mission Secretariat	Pristina	EKLS 40001	LS0009	Political Officer	1

Title:

Title: **Political Officer**

**Ref. no: LS0009**

Region: **Pristina**

**Grade: 2**

The Political Officer reports to the Political Advisor.

### **Main Tasks and Responsibilities:**

- To advise, support and assist the Political Advisor with political activities relevant to the Mission;
- To monitor political developments in Kosovo and in the region that may impact on the work of the Mission and provide analysis;
- To monitor and advise on improper political influence on Rule of Law institutions;
- To prepare summaries and reports on political issues as requested;
- Maintain contact with and monitor actions by governmental officials, representatives of local and international organisations regarding issues of concern to the Mission;
- To assist with organising official visits according to established protocol;
- To undertake any other tasks required on behalf of the Political Advisor.

### **Job Requirements:**

- A University degree (three years) in Political Science, International Relations, Diplomacy, Law, Social Sciences or in any other relevant field;
- A minimum of three (3) years of relevant work experience;
- Fluency in written and spoken English essential;
- Knowledge of Albanian or Serbian is 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 analytical skills;
- Ability to present information in a clear and relevant manner and provide innovative ideas about a relevant subject (e.g. ability to write clear, concise reports and summaries of meetings);
- Ability to perform under stress; willingness to work flexible working hours; good multi-tasking and organisational skills;
- Outstanding interpersonal and communications skills, as well as respect for national and cultural diversity;
- Ability to deal with sensitive information discreetly and confidentially;
- Valid driving licence of B category.