

POST DESCRIPTION

**POLITICAL OFFICER (VNC)
SARAJEVO**

DIVISION	Political Affairs and Security Policy Division Security Policy and Partnerships Directorate Partnership West Team
TITLE	Political Officer (VNC) – NATO Political Engagement Support Cell (PESC) in Sarajevo
GRADE	VNC
JOB FAMILY	Core – Policy and Programme Implementation

SUMMARY

The Political Engagement Support Cell (PESC) is part of NATO's presence in Sarajevo and reports to NATO Headquarters in Brussels. It supports the realization of NATO's objectives in Bosnia and Herzegovina (BiH), facilitates political dialogue, promotes partnership cooperation, and contributes to NATO's strategic communication efforts in BiH.

Under the direct supervision of the Head of the NATO Political Engagement Support Cell (PESC) in Sarajevo, BiH, and the overall direction of the Head of the Partnership West Team, the Political Officer (VNC) will contribute to reinforcing the liaison between NATO and Bosnia and Herzegovina. He/she will liaise with the national authorities of the appropriate institutions dealing with political and security issues and other relevant interlocutors, on matters pertaining to NATO-BiH relations. He/she will facilitate and contribute to NATO and Allied bilateral and multilateral projects, events and visits. The Political Officer (VNC) will monitor, inter alia, political and security developments, security policy, hybrid threats in Bosnia and Herzegovina, and will contribute to the in-country reports and analyses on a regular basis. The exact portfolio will be determined based on actual needs and may be subject to change at the discretion of the Head of the PESC.

The Political Officer (VNC) will be part of a dynamic team based in Sarajevo. He/she will be expected to travel within Bosnia and Herzegovina if required. This post is governed by the "NATO-wide Policy on Voluntary National Contributions (VNCs) from NATO member states" (PO(2015)0202).

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- Possess a university degree from an institute of recognized standing, preferably in the field of political science, international relations, security studies, or another relevant discipline;
- Have knowledge of international affairs and security policy issues;
- Have at least five years' related professional experience in diplomacy, international relations and/or defence and security matters, in a national or international post;
- Have excellent drafting skills and be able to draft clearly and concisely in at least one of NATO's official languages (English/French) documents required for the position (e.g. reports, analyses, backgrounders, speaking points, etc.);
- Have a good understanding of the overall aims and objectives of the NATO-BiH relations;
- Possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in English; and I ("Beginner") in French; and,
- Have a valid driving licence.

DESIRABLE

The following would be considered an advantage:

- Previous experience in working with/in the region;
- A post-graduate degree from an institute of recognised standing, preferably in the field of political science, international relations, security studies, or another relevant discipline;
- A good knowledge of NATO policies and activities, and NATO partnership cooperation programmes, and the tools and mechanisms associated with them; and,
- Knowledge of the local languages.

MAIN ACCOUNTABILITIES

Policy Development

Provide political advice and assistance in implementing NATO priorities with respect to the NATO- BiH relationship. Complement NHQSa, as appropriate, in providing assessments and advice to BiH's authorities in his/her areas of responsibility in order to facilitate the planning and implementation of partnership cooperation programmes with NATO.

Project Management

Monitor the implementation of, and contribute to assessments of, progress in BiH's implementation of its Reform Programme and others as appropriate.

Expertise Development

Provide advice and assistance to the Secretary General and other NATO officials prior to, and during, their visits to the region.

Knowledge Management

Provide regular reports and other memoranda on the political and security situation in BiH in his/her areas of responsibility, and provide input to current work activities and future areas of cooperation that may be developed. Monitor and analyse political developments in Bosnia and Herzegovina, and other related developments affecting security, stability, and the NATO-BiH cooperation and advise NATO HQ on their implications for Alliance policies.

Stakeholder Management

Liaise with NATO structures, the NATO Contact Point Embassy/ies, Allied Embassies, partner international organisations, BiH officials and local NGOs and civil society organizations, as appropriate, under the overall guidance of the Head of the NATO PESC in Sarajevo.

Perform any other related duty as assigned.

INTERRELATIONSHIPS

The Political Officer (VNC) reports to the Head of the NATO Political Engagement Support Cell. He/she will be part of the personnel of the PESC, and will collaborate closely with other PESC personnel. He/she will also work in cooperation with other staff officers responsible for BiH at NATO Headquarters in Brussels.

Direct reports: N/A
Indirect reports: N/A

COMPETENCIES

The incumbent will demonstrate:

- Analytical Thinking: sees multiple relationships
- Flexibility: Adapts to unforeseen situations
- Impact and Influence: Takes multiple actions to persuade
- Initiative: is decisive in a time-sensitive situation
- Organizational Awareness: Understands organizational climate and culture
- Teamwork: Cooperates and collaborates effectively while being sensitive to and respectful of cultural differences.