

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. number: LEH 04*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Head of Civilian Pillar/Deputy Head of Civilian Pillar Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Political Adviser reports to the Head of Civilian Pillar and is administratively line managed by the Deputy Head of Civilian Pillar/Chief of Staff.

2. Main Tasks and Responsibilities:

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Civilian Pillar and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Civilian Pillar and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the Military Pillar, the EU Delegation and the EU Special Representative;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To advise the Head of Civilian Pillar and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To conduct briefings for Mission members and other individuals and groups;
- 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;
- To act as alternate Mission spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required.

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 and human rights aspects 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, International Relations, Public Policy, Diplomacy, Security studies or other 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:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of French and/or Arabic language.