**Role: Senior Officer Security and Stability**

**Organisation: Netherlands Embassy in Skopje**

**Formation number: PM**

**Level of position: 08**

**Work week: 40 hours**

**Duration of contract: *A fixed-term contract for one year (with the possibility of extension up to a maximum of 5 years)***

**Starting Date: As soon as possible**

**GENERAL**

* The senior officer contributes to, gathers information, analyses, reports, provides early warning and networks proactively in the areas of **Security** (Counter-Terrorism, Prevention/Countering of Violent Extremism) and **Stability** (societal polarisation, inter-ethnic tensions, inter-state/regional tensions, influence of external actors, cross-border crime and illegal migration).
* From his/her specific experience in and knowledge of Security and Stability issues, provides the embassy with political advice in close cooperation and coordination with other colleagues at the embassy as well as the Regional Security Coordinator and the Regional Stability Coordinator.
* The senior officer supports the Regional Security Coordinator (based in Sarajevo) and Regional Stability Coordinator (based in Skopje) in policy implementation, networking, and logistics.
* The framework for the work of the senior officer consists of: the general rules and regulations of the Netherlands Ministry of Foreign Affairs, the annual plan of the Embassy, the Western Balkans Strategy and its operationalization (DEU), the Integrated Foreign and Security Strategy (‘GBVS’), the WB multi-annual results framework for CT/CVE, prevention at the source, the MFA’s CT policy, the NL comprehensive agenda on migration, the Terms of Reference of both the Regional Security Coordinator and Regional Stability Coordinator, the ‘Raamwerk BZ-aanpak CT/PCVE 2017-2020’ and other relevant thematic policy documents as well as the instructions from the Coordinators and the (deputy) Head of Mission (including on the embassy’s division of tasks among the policy staff).

**DUTIES AND RESULT AREAS**

*Description of duties:*

* Assisting the Regional Security Coordinator (based in Sarajevo) and the Regional Stability Coordinator (based in Skopje) in their activities;
* Acting as focal point for the Security and Stability regional network in the Netherlands Embassy in Skopje, under the guidance of the Head of Mission (HoM);
* Analysing and monitoring developments and trends in relation to the topics of Security (e.g. Counter-terrorism, Prevention/Countering of Violent Extremism) and Stability (e.g. societal polarisation, inter-ethnic tensions, inter-state/regional tensions, influence of external actors, cross-border crime and illegal migration), in close cooperation with the other policy staff members.
* Analysing and monitoring developments related to politics, legislation, institutions, Civil Society (NGOs), EU and International Organisations relevant to the Security and Stability of North Macedonia also in relation to other Western Balkans countries;
* Analysing and monitoring of the above mentioned themes and topics will include ‘early warning’;
* Submitting relevant and to the point analytical information in the aforementioned policy fields to all relevant stakeholders in The Hague (DVB, DEU, MoD, MoJ&S), Brussels (PVEU, PV NAVO), Vienna (PV OVSE, MoD hub), the five embassies in the Western Balkans (BEL, PRI, SAR, SKO, TIR) and - where necessary - also to representatives of civil society and like-minded diplomatic missions in town;
* Preparing timely (deadline bound) briefings, speeches, speaking notes, background notes, and drafting of reports.Proactively building and maintaining a professional network with local and Dutch institutions, civil society and international organisations in the field of Security and Stability;
* Representing the Embassy within the scope of his/her responsibilities and assignments in Security, Stability and related meetings, workshops, briefings, coordination meetings and conferences;
* Active participation in the regional network of Security and Stability officers at the Netherlands Embassies in Belgrade, Pristina, Sarajevo, Skopje and Tirana.
* Managing the project portfolio related to the above-mentioned themes as supported by the Netherlands either bilaterally or through the EU or other regional or international organisations (identification, appraisal, preparing all relevant documents, monitoring and evaluation, outreach incl. preparing participation of the embassy in meetings related to the projects and public diplomacy in this field).

*Description of result areas:*

* Timely and to the point drafting and contributing to (regional) reports on Security and Stability related developments;
* Contributing to organizing official visits, missions and workshops in the field of Security and Stability in the broader sense;
* Support and replace the HoM, DHoM, or the Regional Coordinators, upon their request;
* Having, maintaining and expanding a functional and effective network in the field of Security and Stability.
* Initiating, managing and monitoring a successful project portfolio.

**JOB ENVIRONMENT**

The senior officer functions as part of a regional network of Security and Stability experts, co-ordinated by the Sarajevo-based Regional Security Coordinator and the Skopje-based Regional Stability Coordinator, in close consultation with the Head of Mission. Within the embassy, close collaboration between all staff members is a necessity in order to fulfil the core tasks assigned to the embassy. Following and reporting on Security and Stability related issues is a core task of the embassy as a whole, thus a shared responsibility of all policy staff which makes close cooperation, information sharing and teamwork a must.

The senior officer works for the two Regional Coordinators primarily, but will be hierarchically placed under the Head of Mission.

The Dutch Embassy in Skopje has 15 employees, including the Senior Officer Security and Stability: 3 diplomatic and 12 local staff members.

**JOB REQUIREMENTS**

*Brief description of the type of employee required:*

The senior Officer Security/Stability has a ‘customer-oriented’ attitude with a good sense of humour. He/she is be able to work in a team and has a flexible attitude. He/she is able to express him/herself to the point, both verbally and in writing, and able work with strict deadlines. He/she has knowledge and affinity with the topics of Security and Stability as described above, and possesses a network in these fields. The senior officer is pro-active, capable of ‘multi-tasking’ and willing to travel to the Netherlands and/or in the Western Balkans region.

*Knowledge and areas of experience:*

* Advanced University degree (Master’s or equivalent) in security studies, political sciences, law, (public) administration or related fields with a broad interest covering i.e. international relations, (geo)politics.
* At least three years of work experience in the field of (international) security, law enforcement or judicial sector.
* Knowledge of the local government and institutional framework, as well as of local civil society.
* Good communication skills, sense of humour, flexibility.
* Networker and team player: establishes and maintains contacts in a broad field of stakeholders and relevant actors. Maintains a positive, constructive attitude and understands that our work is a group effort that can only succeed if everyone takes responsibility for their part.
* Good computer and information technology skills.
* Good knowledge of the official languages (Macedonian and Albanian), also in writing.
* Fluency in written and spoken English.
* Previous working experience in an international environment would be a plus.
* Knowledge of the EU and NATO institutional framework is a plus.
* Project management experience is a plus.
* Knowledge of the Dutch language is a plus.

*Competences:*

* Initiative
* Ability to think analytically
* Ability to network
* Writing skills
* Integrity
* Ability to work with others
* Client orientation

**APPLICATION**

Please send your application no later than **1 February 2021** to:

[SKO-AZ@minbuza.nl](mailto:SKO-AZ@minbuza.nl).

Send your letter of motivation in English and a CV using the following template: <https://europass.cedefop.europa.eu/editors/en/cv/compose>. A recent picture is appreciated.

You may be invited for an interview and written test at the embassy.

*Please note:*

* Only the short-listed candidates will be contacted for an interview
* The embassy will not pay for your travel costs when invited for an interview.