

Sarajevo, November 15th, 2018

**Terms
for “Political Trends and Dynamics in SEE”
Editorial Assistant**

We are inviting applications for the position of an Editorial Assistant in the Friedrich-Ebert-Stiftung (FES) Dialogue Southeast Europe project *Political Trends and Dynamics in SEE* (2019-21). The selected individual is expected to deliver the following services:

- Assist in the facilitation of the overall production process (incl. editorial board meetings, online collaboration & process management);
- Organize the online workflow, informs the editorial board of upcoming deadlines, keeps minutes of meetings;
- Communicate continuously with external collaborators, the news agency, the designer and other individuals/parties included in the writing process;
- Conduct English language edit of submitted articles and texts (a native level of English language is an asset for this role);
- Prepare materials for dissemination through social media ahead of publishing;
- Assist the editorial board in administrative tasks.

About the project

The Political Trends & Dynamics in Southeast Europe project was established in early 2016. With fifteen editions published since, the project has developed in both form and substance.

The overall objective of the publication is to provide a review of current political, cultural / societal and economic developments in Southeast Europe as well as their possible contribution to social tension or even conflict. The geographical focus of the reports will be on Albania, Macedonia, Kosovo, Serbia, Bosnia and Herzegovina, Croatia, Montenegro, and Slovenia. The reports may however also cover developments in Romania, Moldova, Bulgaria, Greece, Turkey and Cyprus.

For more information, please refer to the following website:

<https://www.fes-soe.org/features/political-trends-dynamics/>

The primary objectives of the publication are the following:

(1) Inform

- a. Decision-makers in Germany and the European Union on current events, which are being put into perspective by both local analysts incl. from FES offices, and international actors / observers.
- b. The interested public incl. the academic community, decision-makers and civil society at large in Southeast Europe on both regional developments and reactions from Germany and the European Union.

- (2) Provide analysis on emerging crises and developing social tensions in Southeast Europe. In focus are security-related issues, which result from economic, social, technological or cultural challenges, and other political developments including illicit activities as well as any developments reinforcing divisive narratives. The digests are meant to foster policy discussion on these issues by looking on “below the surface” stories and root causes for possible conflict, which tend to be under-represented in existing reporting. This includes analysis from a bottom-up, human security perspective. Still, traditional security, i.e. strategic issues including overt and covert political, military, economic, cultural, religious, public diplomacy and communication as well as lobbying etc. actions of external actors in the region should have their place as well.
- (3) Serve as a platform for inherently regional discourse in and on Southeast Europe, which aspires to help shaping narratives on and about this region. The discursive element is achieved by regular analysis from the region, which is coupled with external perceptions & perspectives by means of guest commentaries and/or interviews.

Applying

Interested individuals should send their **CV** and a **short letter of interest** until the **28th of December 2018 (Friday, 1 pm, CET)** to info@fes-soe.org

Please also include a combined **price quote** calculating the following services per issue:

- Project Assistance: 7 days
- Text editing: 30 norm pages (consisting of 1,800 characters including spaces)
- Proofreading: 30 norm pages

The selection process will be concluded until the **4th of January 2019**.

- The selected Editorial Assistant is expected to start the engagement in January 2019.
- The project is foreseen to run until December 2021 (17 editions).
- The details of cooperation will be laid down in an honorarium agreement.

For any additional questions, please do not hesitate to contact us at info@fes-soe.org