

Call for Contributions and Advertisement for Staff Members

Organisation:	European Union Special Representative in Kosovo
Job Location:	Kosovo
Availability:	As soon as possible
Contract Regime:	Seconded/Contracted and Contracted
Job Titles/Vacancy Notice:	<ul style="list-style-type: none"> • Head of Rule of Law and Legal Section (VN 001/2015) - 1 position (Pristina) Seconded/Contracted –expert level • Transition Coordinator (VN 002/2015)- 1 position (Pristina) Seconded/Contracted-expert level • Implementation/Facilitation Adviser (VN 003/2015) – 1 position (Pristina) Seconded/Contracted- expert level
Deadline for applications:	23 April 2015
Email address to send the Job Application Form/CV:	<u>III-A2@eeas.europa.eu</u>
Information:	<p>For more information related to the selection and recruitment, please contact the European External Action Service, or the EUSR:</p> <p style="padding-left: 40px;">Ms Anna Maria Eleni BOURA - Kosovo desk (email: anna-maria-eleni.boura@eeas.europa.eu), Western Balkans Division Rue de la Loi 242, B-1046 Brussels Tel: + 32 2 584 70 49</p> <p style="padding-left: 40px;">Mr Alessandro ROTTA – EUSR in Kosovo Support Team (email: alessandro.rotta@ext.eeas.europa.eu) Tel: +381 38 5131 289 Fax: +381 38 5131 304</p>

The EEAS, Western Balkans Division, requests EU Member States and European Institutions to second experts or support the advertisement for contract regime to the following available positions with the EUSR Support Team in Kosovo, according to the described requirements and profiles:

A. Essential Requirements

Citizenship – Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the EUSR Support Team. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to the EUSR Support Team or respective tasks and activities. The participants shall carry out their duties and act in the interest of the EUSR.

Knowledge of the EU Institutions – Knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the Common Security and Defence Policy.

Knowledge of the Western Balkans – Very good knowledge of the history, culture, social and political situation of the Western Balkans, in particular through field experience in a multilateral working environment.

Negotiation Skills – Must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Ability to work in arduous conditions with a limited network of support. Must be able to cope with

possible extended separation from family. Ability to work as a team player with excellent interpersonal and communication skills.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance in the EUSR Support Team.

Ability to communicate effectively in English and other languages – Must be fully fluent in written and oral English language. Report writing skills are especially needed. Knowledge of French will be an asset.

Computer Skills – Skills in word processing and spreadsheets are essential. Knowledge of other IT tools will be an asset.

B. Essential Documents and Requirements for the Selected Candidates

Passport – Seconded participants should obtain a diplomatic or service passport from the respective national authorities.

Visas – EUSR support members must ensure that any necessary visas are obtained for entry into the Kosovo area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Balkans/Kosovo area.

Security Clearance – Seconded participants should have or obtain a national security clearance "EU SECRET" level or equivalent.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the geographical area.

Medical Certificate – To be in possession of a valid certificate declaring fit to participate in the context of EUSR support team activities.

Driver Licence – Be in possession of a valid - including Balkans/Kosovo area - civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive any 4 wheel drive vehicles.

C. Job Descriptions

Head of Rule of Law & Legal Section –expert level **(Reference VN 001/2015)**

The European Union Special Representative in Kosovo is mandated, *inter alia*, to promote a Kosovo that is committed to the Rule of Law, to assist and facilitate Kosovo's progress on European priorities, and to ensure consistency and coherence of Union action in Kosovo.

To assist the European Union Special Representative pursue these objectives, the job holder will manage and coordinate the work of a team of legal experts that performs the following functions: i) Rule of Law monitoring, analysis & reporting; ii) Legislative expertise and coordination; iii) Legal Cooperation on behalf of Government of Kosovo; and, iv) In-house legal advisory services.

Given the political context within which the European Union Special Representative operates, the job holder will have to demonstrate a combination of attributes including appropriate technical knowledge, managerial experience, and political acumen, ideally within a Kosovo or wider south Eastern European setting.

A significant proportion of the work will require coordination at local level with interlocutors at the Ministries of Justice, Interior, the Office of the Prime Minister, as well as with other EU offices and institutions including the EULEX Rule of Law Mission, the European Commission, the Organisation for Security and Cooperation in Europe, the Council of Europe and other international offices and assistance agencies operating in Kosovo.

Tasks

- To monitor and assess Kosovo's Rule of Law developments and local institutional capacities, in order to identify recurrent weaknesses and make recommendations for the amelioration of structural problems;
- To advise the EUSR on how to best support the technical Rule of Law priorities that Kosovo needs in order to fulfil its EU and visa liberalisation aspirations;
- To advise the EUSR on the legal implications of his/her mandated activities and interventions, and support, as required, the work of the EUSR's Administration Section with professional legal advice;

- To manage and coordinate the daily work of the Rule of Law & Legal Section; a mixed team of local and international legal professionals, which includes staff that are embedded within local ministries and offices;
- To liaise closely with other Rule of Law stakeholders, in particular the EULEX Rule of Law Mission and other colleagues within the EUSR and EU Offices, to ensure coherence and coordination of approach in the identification and implementation of agreed priorities and actions;
- To provide strategic legal guidance to the EUSR with respect to his/her interactions with local institutions, and to coordinate the delivery of legal opinions, correspondence, technical agreements and talking points on behalf of the EUSR;
- To manage the flow of topic specific information, including designing and implementing systems for data retention, analysis, and reporting;
- To support the organization of the EUSR-led Legislation Review Mechanism, and to contribute subject-matter expertise to the EU led structured dialogue on the rule of law, the Joint Rule of Law Coordination Board and other relevant coordination bodies.

Job Requirements

- University degree in Law, as evidenced by at least four years of full-time study, preferably with specialisms in International Law, European Law, Criminal Law, and/or Human Rights law;
- A minimum of 10 years of professional experience in criminal justice, human rights, rule of law or justice sector reform, with at least four years' supervisory experience, preferably within an international environment;
- A thorough understanding of Kosovo's Constitutional framework and its fundamental Rule of Law challenges, preferably demonstrated through relevant professional experience related to Kosovo's justice, security or governmental structures;
- Demonstrated knowledge of international standards of good governance concepts, including requirements of objective oversight, transparency, accountability and judicial independence, in the wider rule of law and security areas;
- Direct experience in the field of rule of law and/or anti-corruption activities in conflict, post-conflict or transitioning regions would be a distinct advantage;
- Experience in networking, establishing and maintaining a high number of relevant contacts;
- Excellent analytical skills and initiative, and an ability to prioritise large volumes of information and competing tasking within a politically dynamic environment;
- Political neutrality, resilience, and an appreciation of the wider political context;
- Good communication and negotiation skills, tact and discretion;
- Excellent drafting skills, ideally to publishable quality, in the English language;
- Full computer literacy and sound knowledge of data analysis software and tools;
- Relevant field experience with multi-national and international organizations working in crisis areas and EU acceding countries would be an asset.

Transition Coordinator- expert level **(Reference VN 002/ 2015)**

On behalf of the European Union Special Representative in Kosovo/Head of the EU Office, the job holder, in coordination with relevant counterparts and partners, including within the EULEX Rule of Law Mission, the EU Office in Kosovo's Co-operation Section and the EEAS Crisis Mission Planning Department, will assist, pending and based on Member States' decision and guidelines, on planning the future of EULEX strengthening functions in Kosovo's justice, policing and customs sectors and possible phasing out or transition of those to different supporting instruments or other potential donor and agencies.

Working in partnership with counterparts and partners from the aforementioned offices, the job-holder will possibly devise, draft and coordinate the delivery of a relevant Action Plan, according to an agreed timeline. Thereafter, the job holder will have responsibility for coordinating the combined efforts of the relevant stakeholders, to ensure that targets enumerated within the Action Plan are implemented within agreed deadlines.

Tasks

- To advise the EUSR on how to ensure consistency of the overall EU action in support of the transition or phasing out of EULEX strengthening functions in line with the provided strategic vision and guidance;
- To liaise closely with stakeholders, from EULEX, the EU Office, the EUSR's Rule of Law and Legal Section and other EUSR Advisers and Officers, to ensure coherence and coordination of approach in the identification and implementation of agreed priorities and actions;
- To keep abreast of external rule of law developments and local institutional capacities to assess needs and priorities for EU programmes to be integrated into and/or taken over by local structures or organisations, with the support of AIDCO, EEAS or other development donors;

- To develop and maintain contacts with relevant international and local partners operating in the field of Rule of Law, including central and local representatives of the Kosovo authorities, international liaison offices and organizations, NGOs, think tanks and civil society bodies;
- To work closely with the EU Office to ensure that the activities are, wherever possible, consistent and integrated with other Commission programmes;
- To draft planning documents; develops databases, tracking matrices and timelines as required;
- To liaise with partners on finalising and reviewing proposals;
- To support the organization of the EU led structured dialogue on the rule of law, the Joint Rule of Law Coordination Board and other relevant coordination bodies;

Job Requirements

- University degree in Law, Political Science, International Relations or other relevant subject;
- A minimum of 8 years of professional experience in developing or managing programmatic activities in the rule of law field, in a national or international context; direct experience in the field of rule of law in conflict areas would be a distinct advantage;
- Thorough understanding of rule of law challenges in Kosovo;
- Demonstrated knowledge of strategic planning concepts in the wider rule of law and security areas would be a distinct advantage;
- Good communication and negotiation skills; experience in networking, establishing and maintaining an high number of relevant contacts;
- Excellent analytical skills and initiative;
- Experience in monitoring and evaluation (M&E) and proven ability to produce imaginative and workable solutions to complex problems would be an advantage;
- A proven record of coordination experience;
- Full computer literacy and sound knowledge of projects management software and tools;
- Relevant field experience with multi-national and international organizations working in crisis areas and EU acceding countries would be considered an asset;
- Ability to work independently but also as part of a team.

Implementation/Facilitation Adviser- expert level **(Reference VN 003/ 2015)**

The Kosovo-based Implementation /Facilitation Adviser will be part of the EUSR dialogue team tasked to help implement different elements of the Pristina-Belgrade dialogue agreement.

S/he will liaise closely with relevant staff from EUSR, EU Office in Pristina, the EULEX -mission in Kosovo and with local authorities in Kosovo in finding workable solutions to existing challenges. S/he will also undertake close liaison and cooperation with other international and local stakeholders as necessary.

The Implementation/Facilitation Adviser will perform his/her tasks under the overall supervision of the EUSR and direct supervision of the Senior Adviser on Political Affairs/North – Dialogue Coordinator in Pristina, and close coordination with the EEAS Dialogue Team.

Tasks:

- Support, assist and advise the EUSR and his/her supervisor, as well as members of the EEAS Dialogue Team on a broad range of dialogue related issues;
- Lead and facilitate implementation of arrangements and results achieved through the EU facilitated Dialogue between Pristina and Belgrade;
- Draft and implement projects and other proposals ;
- Monitor developments of implementation and to advise on all issues of relevance;
- Prepare precise summaries and reports on relevant issues and advise the EUSR, his/her supervisor and members of the EEAS Dialogue Team accordingly;
- Analyze possible implications of emerging issues and make recommendations on possible measures;
- Liaise with EU institutions and offices, missions and international partners as well as local and regional actors and organisations in Pristina with a view of ensuring clear communication and broad consultative and inclusive process among actors involved;
- Perform any other necessary tasks as assigned by the EUSR and the supervisor in Pristina and/or members of the EEAS Dialogue Team as appropriate.

Job Requirements

- University degree in Law, Political Sciences, International Relations, Public or Business Administration/Management or other relevant subject;
- At least 8 years working experience, of which a minimum of 5 should be at a high professional level, preferably in the international context;
- Good knowledge of the European Union policies and institutions, particularly CFSP, including CSDP, and Enlargement policies;
- Proven experience in programme and project management / implementation, preferably in the EU context;
- Experience in legal practice and legal drafting desirable;
- Knowledge of the region, its history and culture, the social and administrative structures in Kosovo and overall political situation;
- Excellent organisational, analytical and problem-solving skills;
- Excellent interpersonal and communications skills and ability to work as member of a team;
- Proven negotiation skills;
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule;
- International experience, particularly in crisis areas with multinational and international organisations desirable.