



## ANNEX 1- Call for Contributions

<b>Organisation:</b>	European Union Special Representative in Kosovo
<b>Job Location:</b>	Kosovo
<b>Availability:</b>	ASAP
<b>Contract Regime:</b>	Seconded/Contracted
<b>Job Titles/Vacancy Notice:</b>	<ul style="list-style-type: none"><li>Special Assistant to the EUSR (VN 007/2020) – 1 position (Pristina) Seconded/Contracted - Mission support management level (MSML)</li></ul>
<b>Deadline:</b>	Deadline for submitting applications is <b>24 January at 23:59 hours</b> (Brussels time)
<b>Email address to send the Job Application Form/CV:</b>	<p><b>For seconded candidates:</b></p> <p>Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email address: <a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></p> <p><b>For contracted candidates:</b></p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates, should use the standard application form (Annex 2) and submit the application to the email address below: <a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></p> <p><b>General aspects for seconded and contracted candidates:</b></p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list all positions for which they are interested. It is essential that both the job title and corresponding reference number are clearly marked in the form.</p>

<b>Information:</b>	<p>For more information related to the selection and recruitment, please contact:</p> <p style="text-align: center;">Aida Zunic (Ms) – EUSR in Kosovo Support Team Tel: + 383 49 787 935</p> <p style="text-align: center;">Syzana Selimi (Ms) – EUSR in Kosovo Support Team Tel: + 383 49 787 938</p> <p style="text-align: center;">email: <a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></p> <p>For updates on this position and other EUSR positions please check our website <a href="https://eeas.europa.eu/delegations/kosovo/45895/local-agent-position-projectofficer---eu-policies_en">https://eeas.europa.eu/delegations/kosovo/45895/local-agent-position-projectofficer---eu-policies_en</a></p>
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**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage and travel expenses to and from the Mission area (including home leave).

**Contracted Personnel** – The EUSR may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the EUSR establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable standard risk insurance policy.

Documents supporting educational qualifications and work experience, if issued in another language, should be accompanied by certified translations of the original documents in English language (working language of the EUSR in Kosovo) in accordance with the article VI.1.2. of the Guidelines on the main principles of classification of posts and grading of international contracted staff.

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

## I. GENERAL CONDITIONS

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

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the EUSR Support Team. Candidates 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 candidates shall carry out their duties and act in the interest of the EUSR.

**Flexibility and adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of the team with excellent interpersonal and communication skills and must be able to cope with possible extended separation from family and usual environment.

**Physical and mental health** – The candidates must be 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.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## II. REQUIREMENTS

### II.A Essential Requirements

The following are essential requirements in respect of international experts to the EUSR in Kosovo for all Job Descriptions:

#### 1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EFQ)<sup>\*</sup>, or equivalent, at a level specified in the individual job descriptions.

#### 2. Knowledge

The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

#### 3. Skills and abilities

**Language Skills** – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

**Communication and Interpersonal Skills**- The candidates must have excellent interpersonal and communications skills, both written and oral.

**Organizational skills**- The candidates must have excellent organizational skills with the ability to prioritise work to meet tight deadlines, and a concern for order and accuracy.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

**Driving Skills** – Be in possession of a valid - including Western Balkans/Kosovo area - civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive any 4x4 wheel drive vehicles.

*Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.*

### II.B Desirable Requirements

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

**Language** - Some proficiency in local language(s), depending on the job tasks and responsibilities.

## III. ESSENTIAL DOCUMENTS AND REQUIREMENTS FOR THE SELECTED CANDIDATES

**Passport** – The selected candidate must obtain a passport from their respective national authorities. Possession of a valid diplomatic or service passport for seconded participants is optional.

**Visas** – Contributing States and selected candidate must ensure that visas are obtained for entry into Kosovo 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 Western Balkans/Kosovo area.

**Education diploma(s)/certificates or/and professional certificate(s)** - The selected international candidates must have and present to the Mission the University diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

**Personnel Security Clearance (PSC)** –The selected candidate will have to be in possession of Personnel Security Clearance (PSC) at least “EU Secret” level. The required PSC must accompany deployed seconded/contracted personnel.

**Medical Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for mission duty by a competent authority from the contributing State. This certification must accompany deployed seconded/contracted personnel.

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\* <https://ec.europa.eu/ploteus/content/descriptors-page>

*Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.*

#### **IV. ADDITIONAL INFORMATION ON THE SELECTION PROCESS**

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The EUSR in Kosovo encourages contributing States and European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when using the standard Application Form (Annex 2) and indicating which position(s) the candidate is applying for.

**Selection process** - The candidates considered to be most suitable will be shortlisted and interviewed by audio/video skype/phone, before the final selection is made.

**Information on the Outcome** – Candidates applying for the contracted positions as well as Contributing States and European Institutions will be informed about the outcome of the selection process after its completion.

**Data Protection** – The EUSR Office processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

**Job Description** – The current reporting lines of the following job descriptions might be subject to modification based on the operational requirements.

## V. JOB DESCRIPTIONS

### Special Assistant to the EUSR (VN 007/2020)

Mission support management level (MSML)  
Seconded/Contracted

The Special Assistant to the EUSR will report to the EUSR and will closely work with an international secretary. S/he will liaise closely with EUSR Sections Heads, EU Office in Pristina, the EULEX -mission in Kosovo, the EUSR for Dialogue and Western Balkans Team and with local authorities in Kosovo in finding solutions to existing challenges. S/he will also undertake close liaison and cooperation with other international and local stakeholders as necessary.

The Special Assistant to the EUSR will be expected to perform the following tasks:

#### 1. Main tasks and responsibilities

- Serves as focal point for the Executive Office.
- Careful review (in conjunction with the international secretary) of the daily calendar and schedule of the EUSR, ensuring at all times that the EUSR's day-to-day schedule is well planned and serviced in terms of background briefs and issues to be covered in the meetings,
- Ensures that all meetings have adequate representation from the substantive sections,
- Attends meetings, coordinates special projects, and travels with the EUSR, as needed, on official visits,
- Coordinates activities related to diplomatic protocol,
- Drafts correspondence, notes-to-the-file and contribution to the preparations of speeches, reports, presentations, etc.,
- Coordinates briefs, inputs to briefs and position papers for the EUSR, ensuring completeness and coordination with relevant stakeholders in a timely manner,
- Ensures that information is synthesized and summarized for the EUSR to facilitate decision-making,
- Timely follow-up action taken and that the EUSR's commitments and agreements appropriately reflected,
- Careful review of correspondence drafted for the EUSR's signature to ensure clarity and that the EUSR's position is clearly reflected,
- Performs any other necessary tasks as assigned by the EUSR.

#### 2. Qualifications and Experience

##### Education:

- A minimum of a Master degree or equivalent in public administration including international relations, business administration, law, economics, development or related fields.

##### Experience:

- At least 5 years of professional experience with an international organization or diplomatic service, of which two in the field,
- Knowledge of the EU system procedures,
- Experience in working as Special Assistant desirable,
- Experience in crisis prevention and recovery situations, an asset,
- Knowledge of the Western Balkan region, its history and culture, the social and administrative structures in Kosovo and overall political situation,
- Knowledge of diplomatic protocol,
- 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.
- Be in possession of a valid, including Balkans/Kosovo area, civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive EUSR official vehicles including 4wheel drive vehicles.
- Be in possession of a security clearance at the level of EU Secret.

##### Language Requirements:

- Fluent in English, both oral and written, is required; working knowledge of a local language is an asset.

