



## 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>Political Reporting Officer (VN 003/2018) - 1 position (Pristina) Seconded/Contracted - Mission Support Management Level</li></ul>
<b>Deadline for applications:</b>	<b>23 August 2018</b>
<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:</p> <p><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:</p> <p><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>Aida Zunic (Ms) – EUSR in Kosovo Support Team Tel: + 383 38 28 36 02</p>

	<p>Syzana Selimi (Ms) – EUSR in Kosovo Support Team Tel: + 383 38 28 36 03</p> <p>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-project-officer---eu-policies_en">https://eeas.europa.eu/delegations/kosovo/45895/local-agent-position-project-officer---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.

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:

**A. Essential Requirements**

**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. 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.

**Negotiation Skills** – The candidates must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**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.

**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.

**Ability to communicate effectively in English and other languages** – The candidates must be fully fluent in written and oral English language. Knowledge of any of local languages will be an asset.

**Knowledge of the EU Institutions** – The candidates should have good 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** – 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.

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

**Driving 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 4wheel drive vehicles.

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

## **B. 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 Balkans/Kosovo area.

**Personnel Security Clearance (PSC)** – The selected candidate will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description

**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.

## **C. 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.

## **D. Job Descriptions**

### **Political Reporting Officer** Seconded/Contracted Mission Support Management Level

The Kosovo-based Political Reporting Officer of the European Union Special Representative in Kosovo (EUSR) will monitor and assess political developments in Kosovo and will prepare/contribute to regular reporting on the general situation in Kosovo as well as on special topics to Member States and EU bodies. The Political Reporting Officer will operate in the political section in close coordination with EUSR and EU Office colleagues working on related matters. He/she will be expected to perform the following tasks:

#### **1. Main tasks and responsibilities**

- Prepare and implement a reporting plan with regular as well as thematic reports to be disseminated to the EU Member States and EU bodies under the responsibility of the EUSR.
- Draft reports, political analysis and strategy papers as appropriate.
- Monitor political developments in Kosovo.
- Monitor developments of relevance for the implementation of the EUSR mandate and prepare mandate implementation reports.
- Work closely and liaise with the members of the EUSR and EU Office teams.
- Prepare readouts and minutes from various meetings.
- Perform other duties as assigned.

## **2. Job requirements**

- University degree in Political Sciences, International Relations, Diplomacy, Law, History, Social Sciences, Economics or other relevant subject.
- At least 5 years of working experience in a policy, analytical and/or implementation position in a national or international context.
- Possess a valid Security Clearance (at least at the level of EU SECRET). The selected candidate will be requested to provide a certificate from the relevant national authority.
- Sound knowledge of the EU Institutions and European policies, particularly related to the Common Foreign and Security Policy, including the Common Security and Defense Policy.
- Thorough understanding of the political situation in Kosovo and Western Balkans region.
- Excellent analytical, drafting and reporting skills.
- Very good interpersonal skills.
- Excellent spoken and written English. Knowledge of a local language (Albanian or Serbian) would be an advantage.
- Knowledge of rule-of-law and governance issues (advantage).
- 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.