



EUROPEAN UNION

OFFICE IN KOSOVO

The European Union Office in Kosovo is looking for:

Policy Assistant

Vacancy Reference: EUOK 02-20 HoO _ Policy Assistant

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Office in Kosovo plays a pivotal role in realising the European agenda in Kosovo with the aim to promote Kosovo's approximation to the European Union.

We offer a post of Policy Assistant. Under this post, the recruited person will be attributed functions depending on the needs of the EU Office in Kosovo. Upon recruitment, the successful candidate will occupy a specific job function as **Policy Assistant** – this job function may be changed in accordance with the needs of the EU Office in Kosovo. Under the supervision of the Head of Office, the agent will follow-up, analyse and report on the political situation and political developments in Kosovo. Furthermore, he/she will work on various EU-Kosovo issues and policies, including in relation to the implementation of the SAA and European Reform Agenda. He/she will work in close coordination with various subsections of the EU Office/EUSR (political/economic/communication/rule of law/communities) with the purpose of achieving greater internal coordination, including preparation of briefings, speeches, organization of missions from Headquarters. He/she may be asked to support colleagues on different tasks, including interpretation and/or translation.

Main tasks

+ POLICY ANALYSIS - Monitoring and policy analysis

- Monitor and analyse the political situation in Kosovo, follow up and reporting.

+ INTERNAL COMMUNICATION (general) - Reporting to Headquarters

- Study, monitor and report regularly and in timely fashion (including early warnings in case of potential conflicts) to Headquarters on sectorial issues, respond to any specific requests in this regard;
- Provide answers to any specific question on the political area of activity;
- When required, draft speeches and speaking notes on the sectors concerned;
- Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superiors.

+ EXTERNAL RELATIONS - External relations

- Maintain good and effective contacts with local operators in the field, national authorities and institutions, representatives of diplomatic missions of the Member States, representatives of principal international donors, NGO's and other local non-official actors;
- Prepare and assist in missions from Headquarters.

The specific post and related duties of the employee shall be decided and may be adapted by the employer according to the needs of the European Union.

The place of employment is the EU Office in Pristina. The contract ("local agent" type contract - Group II) will be concluded as a fixed term contract for a period of 3 years with a possibility of renewal.

We offer a competitive position in an international environment. Benefits, such as medical insurance, are offered to employees and their families under certain conditions.

Selection Criteria

Minimum Requirements:

1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law;
3. A secondary degree with two years of relevant working experience;
4. Excellent command of spoken and written English;
5. Fluency in Albanian and/or Serbian;
6. Fully computer literate;
7. Knowledge of EU institutions, policies and procedures;
8. International organizations and agreements, negotiation methods and procedures;
9. EU relations with international organizations;
10. Experience in dealing with sensitive information;
11. Ability to conceptualize problems, identify and implement solutions;
12. Capacity to analyse and structure information;
13. Ability to communicate in meetings;
14. Capacity to deliver in a structured way;
15. Negotiation skills;
16. Sociability skills;
17. Diplomatic skills.

The following will be considered an asset:

- University degree, including post-University studies in the related fields would be considered an asset; [Economics, Law, Politics (general), Communication/Journalism and EU and Politics (general)] would be considered an asset.
- Experience in working with the EU would be considered an asset;
- Experience in working with international organizations in Kosovo in similar fields;
- Knowledge of second local language would be considered an asset;
- Fluency in any other European language.

How to apply

Please send your application and supporting documents, using the following subject line: " **EUOK 02-20 HoO _ Policy Assistant _(applicant's last name)**" to: DELEGATION-KOSOVO-ADMIN@eeas.europa.eu. The package should include a Cover Letter and a detailed the European Curriculum Vitae Format, in English, which can be found at the website of the European Union Office in Kosovo <http://eeas.europa.eu/delegations/kosovo>

The EU Office in Kosovo will not supply additional information or discuss the selection procedure by telephone; please address any queries concerning this procedure to DELEGATION-KOSOVO-ADMIN@eeas.europa.eu.

The procedure

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the EU Office will announce the completion of the recruitment procedure on its website (<http://eeas.europa.eu/delegations/kosovo>)

The deadline for applications is Sunday, 26/07/2020