



The European Union Office in Kosovo is looking for:

Administrative Assistant

Vacancy Reference: EUOK 06-20 ADM_ Administrative 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 Administrative 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 **Administrative 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 Administration, the administrative assistant will provide administrative support to the EU Office in Kosovo by contributing to logistics, protocol, procurement and other administrative matters.

Main tasks

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Occasional interpretation during meetings under the area of responsibility;
- Occasional translation of documents, reports, procurement dossiers;
- Assistance with HR procedures: personnel files management and recruitment procedures;
- Registration of incoming and outgoing mail (including e-mails) in the document management database and ensuring of proper electronic and physical filing in compliance with the internal filing/archiving policy;
- Draft, type, verify layout and check quality of documents presented for internal approval;
- Prepare minutes of the meetings, presentations and other texts that are needed for the overall section activity.

+ PROCUREMENT AND CONTRACT MANAGEMENT

- Perform duties as an operational agent where required according to the internal approval process;
- Conduct administrative procurement and undertake respective contracts/services management;
- Provide assistance with market research and assistance with drafting of procurement-related documentation;
- Monitor, control and check different documents issued by contractors before, during or after the services/supplies/works are carried out and/or the goods are delivered; inspect invoices and certify

that they comply with the orders;

- Perform the necessary liaison work, including correspondence, between the EU Office, contractors and/or third parties.

EXTERNAL RELATIONS - External relations

- Maintain good and effective contacts with the relevant national authorities and institutions, with representatives of the diplomatic missions of the Member States;
- Prepare and assist in liaising with various authorities on missions from Headquarters;
- Protocol issues; co-organisation of transportation in coordination with transport sector; assistance to VIP visitors at the airport;
- Record of all NV of the mission;
- Regular update of the mission's diplomatic list for the MFA;
- Regular update of diplomatic missions' lists.

+ INTERNAL COMMUNICATION (general) - Reporting to Headquarter

- Study, monitor and report regularly to Headquarters on the issues under the fields of responsibility, respond to any specific requests in this regard;
- When required, draft briefings, letters and internal notes in the areas of responsibility;
- Providing logistic and protocol support for visits from Headquarters or other EU Offices/Delegations;
- Managing other administrative or information gathering tasks related to the work of the section;
- Maintain co-ordination with the EU Office executive secretariat;
- Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s).

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 post is a group 2 Local Agent post with a basic salary of EUR 1482.

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. Secondary education with three 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. Ability to conceptualize problems, identify and implement solutions;
8. Capacity to analyse and structure information;

9. Ability to communicate in meetings;
10. Ability to understand and be understood;
11. Capacity to communicate technical or specialised information;
12. Drafting skills;
13. Ability to work in a proactive and autonomous way;
14. Capacity to act upon problems;
15. Capacity to deliver in a structured way;
16. Sociability skills;
17. Negotiation skills;
18. Diplomatic skills.

Knowledge

- Knowledge of EU institutions, policies and procedures
- International organizations and agreements, negotiation methods and procedures
- EU relations with international organizations
- Experience in dealing with sensitive information

The following will be considered an asset:

- University degree, including post-University studies in the related fields 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 languages.

How to apply

Please send your application and supporting documents, using the following subject line: "**EUOK 06-20 ADM _ Administrative 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 Friday, 03/07/2020