



**The European Union Office in Kosovo is looking for:**  
**Secretary**  
***Vacancy Reference: EUOK 08-20 ADM\_ Secretary***

**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 Secretary.** 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 **Secretary** – 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, provides general administrative and secretarial support by contributing to logistics, procurement and other administrative matters.

**Main tasks**

**+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**

- Occasional Prepare notes, minutes of the meetings, letters, routine correspondence, presentations and other texts that are needed for the overall section activity in the area of logistics;
- Encoding entries into inventory database; assistance with tracking of items and premises, initiation and encoding of retirement/decclassification entries;
- Occasional translation/interpretation.

**+ LOGISTIC SUPPORT**

- Coordination of drivers and assistance with management of vehicle fleet (purchase, repairs and insurance matters related to vehicles) as well as arranging for other transport needs;
- Providing logistic support for visits from Headquarters or other EU Offices/Delegations;
- Assistance with management of importation and exportation of private effects of expatriate staff, including with customs clearance and registration/de-registration of vehicles of expatriate staff;
- Protocol matters for arriving/departing expatriates;
- Relations with removing companies and local customs authorities for the preparation of the importation and exportation;
- Assistance with management of the office supplies / stationery.

## + PROCUREMENT AND CONTRACT MANAGEMENT

- Assist with conducting administrative procurement and undertake respective contracts/services management in the area of responsibility (logistics) in line with internal approval processes;;
- Provide assistance with market research in the area logistics as required and assistance with drafting of procurement-related documentation;
- Monitor, control and check different documents issued by contractors before, during or after the services are implemented / supplies 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;
- Assist in the organization and preparation of procedure for sales of declassified inventory items according to internal guidelines.

## + INTERNAL COMMUNICATION (general) - Reporting to Headquarter

- Assist in communication with internal stakeholders on logistics issues;
- Assistance with other administrative or information gathering tasks related to the work of the section;
- 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 3 Local Agent post with a basic salary of EUR 1222.

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 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. Ability to listen and understand, to consult and share information;
8. Ability to work in a team in a multi-cultural environment;
9. Client orientation;
10. Ability to prioritise;
11. Sense of initiative as regards the day-to-day work;
12. Ability to learn autonomously;
13. Good organisational skills;

14. Ability to meet deadlines and to respond quickly to new demands;
15. Ability to monitor resources;
16. Commitment to deliver quality service;
17. High degree of responsibility;
18. Ability to work under pressure;
19. Discretion and reliability;
20. Attention to detail.

### ***Knowledge***

- Office management - knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Customer service - knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Logistics – knowledge of management of services and processes that support the core business of an organisation.

### **The following will be considered an asset:**

- University degree, including post-University studies 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 08-20 ADM \_ Secretary\_(applicant's last name)**" to: [DELEGATION-KOSOVO-ADMIN@eeas.europa.eu](mailto: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](mailto: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 Wednesday, 15/07/2020**