



## 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>Gender Adviser (VN 002/2018) - 1 position (Pristina) Seconded/Contracted - Expert level</li> </ul>
<b>Deadline for applications:</b>	<b>30 July 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 style="text-align: center;"><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 style="text-align: center;"><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: + 381 38 51 31 602</p> <p style="text-align: center;">Syzana Selimi (Ms) – EUSR in Kosovo Support Team Tel: + 381 38 51 31 603</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-project-officer---eu-policies_en">https://eeas.europa.eu/delegations/kosovo/45895/local-agent-position-project-officer---eu-policies_en</a></p>

**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**

### **Gender Adviser** Seconded/Contracted Expert level

The Gender adviser oversees the development and implementation of EU strategies on human rights and gender in Kosovo. He/she provides strategic advice and technical expertise in particular as regards gender issues, antidiscrimination, and transitional justice. He/she will work as part of the political section, in close cooperation with the EUSR advisers in charge of the Community and minority issues, as well as with all other relevant sections of EU Representations in Kosovo. He/she will oversee the work of the political officer dealing with human rights issues.

He/she will focus on assisting on the implementation of the Kosovo legal framework in relation to gender and human rights, develop capacities of national gender and human rights institutions (including anti-discrimination and transitional justice), and will liaise with gender and human rights civil society organisations. He/she will endeavour to integrate gender in the EUSR/EU Office work in accordance with EU instruments and policies.

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

- To coordinate the work of the EUSR/EU Office on gender and human rights-related issues in order to provide a sound, coherent and consistent advice to the EUSR on the subjects.
- To advise on the mechanisms of implementing the relevant EU and international instrument on human rights and gender equality and mainstreaming.
- To follow up the implementation of Kosovo gender, human rights and antidiscrimination legislation and policies, as well as the situation of missing persons and other transitional justice developments, including truth and reconciliation mechanisms.
- To develop and maintain contacts with relevant national stakeholders on gender and human rights issues, including Kosovo Ombudsperson, Kosovo Agency for Gender Equality, Kosovo Assembly, Kosovo Ministry for Human Rights and Communities, Office of Good governance of the Prime Minister, other ministries and national institutions, and Civil society organisations.
- To develop and maintain contacts with relevant international stakeholders on human right and gender issues, including UN Women, KFOR, OSCE and UNMIK).
- To provide inputs into relevant EU reports in coordination with all EUSR/EU Office relevant sections, as well as to undertake systematic gender analysis of the implementation of the EUSR/EU Office mandate, mainstream gender in EUSR/EU Office actions and report on the human right situation in Kosovo.
- To advise on and provide regular trainings to staff on issues of gender and human rights.
- To undertake any other related tasks as requested by the EUSR/HoO and his/her immediate supervisor.

#### **2. Job requirements**

- Advanced University Degree in Political Sciences, International Relations, Law, Human Rights, Social Sciences or any related field;
- A minimum of 10 years working experience in analytical and/or policy implementation position in a national or international context in the issues of women rights, international protection of human rights, anti-discrimination and other legal/ human rights related issue;
- Sound knowledge of the EU Institutions and European policies, particularly related to Human Rights and gender as well as EU Enlargement;
- Thorough understanding of the political-security situation in Kosovo and familiarity with its principal international actors;
- Very good reporting skills;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Proven ability to produce imaginative and workable solutions to complex problems;
- High proficiency in spoken and written English;
- Excellent analytical abilities;
- To be in possession of a valid driving license and be able to drive EUSR official vehicles including 4X4 drive vehicles;
- To be in possession of a personal security clearance at EU secret level.