



ANNEX 1- Call for Contributions

Organisation:	European Union Special Representative in Kosovo (EUSR)
Job Location:	Pristina, Kosovo
Availability:	ASAP
Contract Regime:	Seconded
Job Titles/Vacancy Notice:	Head of Political Section/Chief Political Adviser – 1 position (Pristina) Seconded– Expert level VN 010/2023
Deadline:	22 September 2023 at 23:59 hours (Brussels time)
Email address to send the Job Application Form/CV:	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized National Authorities and EU Institutions will be considered as seconded. National Authorities and EU Institutions nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email address:</p> <p>recruitment@eusrinkosovo.eu</p> <p>General aspects for seconded candidates:</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>
Information:	<p>For more information, related to the selection and recruitment, please contact:</p> <p>Syzana Selimi (Ms) – EUSR in Kosovo Support Team Tel: + 383 49 787 938</p> <p>email: recruitment@eusrinkosovo.eu</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States and EU I institutions 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).

The EEAS, Western Balkans Division, requests EU Member States and European Institutions to second experts to the available position with the EUSR Support Team in Kosovo, according to the described requirements and profile:

I. GENERAL CONDITIONS

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. Candidates 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 candidates shall carry out their duties and act in the interest of the EUSR.

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 and usual environment.

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.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of international experts to the EUSR in Kosovo for all Job Descriptions:

Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EFQ)*, or equivalent, at a level specified in the individual job descriptions.

Knowledge

The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

1. Skills and abilities

Language Skills – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal Skills - The candidates must have excellent interpersonal and communications skills, both written and oral.

Organizational skills - The candidates must have excellent organizational skills with the ability to prioritise work to meet tight deadlines, and a concern for order and accuracy.

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

Driving Skills – Be in possession of a valid - including Western Balkans/Kosovo area - civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive any 4x4 wheel drive vehicles.

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

* <https://ec.europa.eu/ploteus/content/descriptors-page>

II.B Desirable Requirements

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.

Language - Some proficiency in local language(s), depending on the job tasks and responsibilities.

III. 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 Western Balkans/Kosovo area.

Education diploma(s)/certificates or/and professional certificate(s) - The selected international candidates must have and present to the Mission the University diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

Personnel Security Clearance (PSC) – For this position, Personal Security Clearance at EU Secret level is mandatory. Possession of valid PSC at EU Secret level, EU Confidential level, NATO secret level, or equivalent national PSC when applying would be considered as advantage.

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.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. **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. Candidates should be selected on the basis of relevant competence and experience.

Information on the Outcome –Contributing States and European Institutions will be informed about the outcome of the selection process after its completion.

Data Protection – The EUSR Office processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

Job Description – The current reporting lines of the following job descriptions might be subject to modification based on the operational requirements.

V. JOB DESCRIPTIONS

Head of Political Section/ Chief Political Adviser (VN 010/2023)

Seconded- Expert level

The Head of Political Section will be responsible for advocating, facilitating and reporting on the implementation of EU political objectives. S/he will provide the EUSR and Chief of Staff/Deputy Head of EU Office in Kosovo with consolidated and consistent policy advice. S/he will maintain close relationships, coordination and collaboration with the EU Office in Kosovo. The Head of Political Section reports to the EUSR and is line managed by the Chief of Staff/Deputy Head of EU Office in Kosovo.

1. Main Tasks and Responsibilities

- To follow political developments in Kosovo;
- To provide analysis and political advice to the EUSR related to the possible impact on the EUSR mandate implementation; ensure regular update on relevant political developments and guarantee the quality of political reporting;
- To advise the EUSR on the political impact of ongoing reforms related to the Mandate Implementation.
- To maintain close relationships with Headquarters, the EU Office in Kosovo, EUSR for the Belgrade-Pristina Dialogue and other Western Balkan regional issues, EULEX;
- To liaise and coordinate with, EU Member States and other international actors contributing to providing local political guidance in line with the integrated approach;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society;
- To draft reports and prepare briefings, notes and meeting records;
- To prepare/contribute to briefings and notes in a timely manner for the EUSR
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To initiate, contribute and review regular EUSR political reporting and other reports, papers and briefings in relation to the implementation of the EUSR mandate;
- To act as Authorizing Officer for EUSR-related expenditures and for procurement and contractual related matters.

2. Job requirements

- Advanced University Degree in Political Sciences, International Relations, Diplomacy, Social Sciences or related field;
- A minimum of 8 years of professional experience after having obtained the university degree, out of which at least 5 years should be at a managerial level;
- Have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;
- International experience, particularly in crisis areas with multi-national and international organisations, ideally in a political advisory capacity;
- Excellent drafting, analysis and reporting skills
- Knowledge of EU policies and institutions and previous CFSP/CSDP experience desirable;
- Experience in matters relating to the Balkans, particularly with Kosovo. Knowledge of the languages, history, culture and the political, social and administrative structures of Kosovo is an advantage;
- Ability to work independently but also as part of a team;
- To be in possession of a Personnel Security Clearance (PSC) at the level of EU Secret.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).