

# EUROPEAN EXTERNAL ACTION SERVICE



## ANNEX I

### FIRST EXTRAORDINARY CALL FOR CONTRIBUTIONS 2013 FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO)

ADVERTISEMENT FOR SECONDED/CONTRACTED STAFF MEMBERS

#### Guidelines for Application and Basic Requirements

<b>Organisation:</b>	EULEX KOSOVO			
<b>Job Location:</b>	Western Balkans Region (Kosovo)			
<b>Staff Regime:</b>	Seconded by EULEX KOSOVO contributing States or EU Institutions, or contracted			
<b>Job Title / Vacancy Notice:</b>	Please refer to the job description			
<b>Deadline for applications:</b>	8 February 2013			
<b>Job Title/ Vacancy Notice:</b>	<b><u>Seconded/Contracted</u></b>			
	<b>Ref.</b>	<b>Name of the post</b>	<b>Vacancies</b>	<b>Available on</b>
	EK 10004	Special Assistant to the Head of Mission	1	ASAP
<b>Job Title/ Vacancy Notice:</b>	<b><u>Seconded</u></b>			
	<b>Ref.</b>	<b>Name of the post</b>	<b>Vacancies</b>	<b>Available on</b>
	EK 10003	Special Advisor to the Head of Mission	1	ASAP

<p><b>How to apply:</b></p>	<p><b>For seconded candidates:</b></p> <p>Interested candidates should use the standard application form (Annex II), in which they can list up to 2 positions and rank them in order of priority. <b>It is essential that both the job title AND the corresponding reference number are clearly marked in the form.</b> No more than 2 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex II to the following email only, and not any other addresses:</p> <p><b>Civilian Planning &amp; Conduct Capability (CPCC)</b>  <b>E-mail: <a href="mailto:cpcc-kosovoforgen@consilium.europa.eu">cpcc-kosovoforgen@consilium.europa.eu</a></b></p> <p><b>For contracted candidates:</b></p> <p>Interested candidates who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use exclusively the online application form, posted in <a href="http://internationalrecruitment.eulex-kosovo.eu/">http://internationalrecruitment.eulex-kosovo.eu/</a> <b>No applications using the Annex II will be accepted.</b> Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt. Only one application form per candidate will be accepted</p> <p><b>General aspects:</b></p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority. No further documentation besides the standard application form is necessary.</p>
<p><b>Information:</b></p>	<p>Additional information can be obtained from the EULEX KOSOVO website (<a href="http://www.eulex-kosovo.eu">http://www.eulex-kosovo.eu</a>) or from the following contacts:</p> <p>For questions from national authorities:</p> <p>EULEX KOSOVO  Attn. Ms. Antigone Marana  Tel: +32 (0)2 584 ext. 2630  Antigone.MARANA@ext.eeas.europa.eu</p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources  Tel: +381 38 78 ext. 8878, 6846, , 6337  <a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></p>

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Contributing States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009). Personnel seconded from contributing third States are not entitled to receive allowances paid according to document 7291/09 (10 March 2009).

**Tour of Duty** – Subject to the adoption of the Council Decision approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Planning and Conduct Capability, CPCC, requests that contributing States propose candidates for the following international staff positions for EULEX KOSOVO, according to the requirements and profiles described below:

**A. Essential requirements**

Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

**Citizenship** – Citizenship of a Member State of the European Union (EU) or of a contributing third State<sup>1</sup> and full rights as a citizen.

**Integrity** – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

**Negotiation Skills** – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility and adaptability** – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

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Canada, Croatia, Norway, Switzerland, Turkey and United States of America

**Availability** – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission. In line with the Head of Mission’s intent to increase the footprint in the north and in addition to those advertised positions which explicitly state that the staff member should live in the north, other staff members subsequently deployed to the region after their arrival are expected to be ready to live in the north.

**Physical and mental health** – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Contributing States.

**Ability to communicate effectively in English** – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

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

**Training** – eHest (<https://webgate.ec.europa.eu/eeas/ehest/>) or equivalent.

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

## **B. Recommended requirements**

**Knowledge of the EU Institutions** – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy.

**Knowledge of the Balkans** – To have a good knowledge of the history, culture, social and political situation of the region, as well as of the police, judiciary and governmental structures (distinct advantage).

**Training and experience** – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

**Language skills** – knowledge of local languages will be an asset.

## **C. Essential documents for selected candidates**

**Passport** - Contributing States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

**Visas** –Contributing States and Mission members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, where required. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

**Security clearance required:** The selected candidate will have to be in possession of the necessary level of personnel security clearance as indicated in the respective job description when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

The level of personnel security clearance required for each position is specified within the individual job description. The security clearance required will be:

- (1) An EU security clearance at the designated level; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a contributing third State with whom the GSC does not have a full security agreement but an agreement exists relating to the participation/contribution of that third State which expressly addresses the obligations of that country towards the handling of EU CI.

**Certificate/Booklet of vaccination** – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

**Medical certificate** – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

**Driver's licence** – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle.

#### **D. Additional information on the selection process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC 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 II) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

**Selection process** – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the contributing State will bear any related costs.

**Information on the outcome** –Contributing States will be informed about the outcome of the selection process after its completion.

<p>Title: <b>Special Assistant to the Head of Mission – EK 10004</b> Employment regime: <b>Seconded/Contracted</b> Grading category for contracted personnel: <b>Mission Support Staff – Management level</b> Vacancy :<b>1</b></p>
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The Special Assistant reports to the Head of Mission.

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

- To assist the Head of Mission in his/her functions by ensuring a smooth running and coordination of the Office of the Head of Mission;
- To follow up on related tasks and assisting in the coordination of these tasks, including mainstreaming anti-corruption activities in accordance with the mandate;
- To receive, handle and file incoming and outgoing correspondence, documents and memos, including EU Classified Information, and to maintain an intra-office filing system and to ensure a smooth and thorough processing of memos and correspondence;
- To draft documents on behalf of the Head of Mission;
- To assist the Head of Mission with aspects of Mission visibility, e.g. preparing presentations and materials;
- To summarise information and prepare briefing materials for the Head of Mission in close coordination with the Special Advisor;
- To accompany the Head of Mission as required to meetings and events and make necessary logistic preparations in coordination, when needed, with the Head of Protocol, and to provide readouts of these meetings;
- To contribute to a smooth flow of information within, to and from the Office of the Head of Mission and maintain, at his/her level, the necessary intra-Mission contacts for this purpose, in particular with the Office of the Chief of Staff;
- To brief visitors, guests, partners and interested parties on relevant aspects of the Mission;
- To undertake any other related tasks as requested by the Head of Mission.

### **2. Qualifications and experience**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Diplomacy, Social Sciences or other related university studies where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 6 years of proven full-time professional experience.

Or

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Diplomacy, Social Sciences or other related university studies where the normal duration of university education in the country awarded is three (3) years and, after having obtained the university degree at least 7 years of proven full-time professional experience.

**Specification of experience**

At least 5 years of relevant professional experience.

**Personnel Security Clearance**

To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Experience in handling EU Classified Information;
- Previous experience in anti-corruption work;
- Working knowledge of any of the local languages;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to work to tight deadlines with minimal supervision;
- Ability to perform under stress and in difficult circumstances.



Title: **Special Advisor to the Head of Mission – EK 10003**

Employment regime: **Seconded**

Vacancy: 1

The Special Advisor reports to the Head of Mission.

**1. Main tasks and responsibilities:**

- To advise the Head of Mission in matters related to the execution of the Mission's mandate and to assist her/him in carrying out her/his functions;
- To summarise information and prepare briefing materials for the Head of Mission in close coordination with the Special Assistant;
- To contribute to a smooth information flow within, from and to the Office of the Head of Mission;
- To accompany the Head of Mission to external meetings, as appropriate, and provide readouts of these meetings;
- To attend internal and external meetings, where appropriate, on behalf of the Head of Mission in order to obtain information for onward transmission within the Mission;
- To assist the Head of Mission in clearing Mission reports;
- To act in representation of the Head of Mission liaising with external counterparts as delegated;
- To undertake any other related tasks as requested by the Head of Mission.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Diplomacy, Social Sciences or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 10 years of proven full-time professional experience.

Or

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Diplomacy, Social Sciences or other related university studies where the normal duration of university education in the country awarded is three (3) years and, after having obtained the university degree at least 11 years of proven full-time professional experience.

**Specification of experience**

At least 5 years of relevant professional experience.

**Personnel Security Clearance**

To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
  - Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
  - International experience, particularly in crisis areas with multi-national and international organisations;
  - Working knowledge of any of the local languages;
  - Ability to perform under stress and in difficult circumstances;
  - Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
  - Experience of liaising with rule of law institutions.
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