

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Call for Deployment of three (3) CRT or other Member State short term experts to reinforce EULEX Kosovo

Short term deployment:	3 months deployment		
Job Location:	Pristina, Kosovo		
Availability:	Depending on the timing of the relevant planning documents		
Job Titles:	Name of the post	Nr of positions	Available on
	Human Resources Expert	3	Approximately mid June
Deadline for applications:	5 May 2014 17.00 hours Brussels time		
E-mail address to send the Job Application Form/CV:	cpcc.crt@eeas.europa.eu		
Information:	<p>For more information relating to selection and recruitment, please contact the European External Action Service, CPCC:</p> <p>EULEX Kosovo Ms Antigone Marana e-mail: antigone.marana@ext.eeas.europa.eu Tel: +32 (0)2 584 2630</p>		

Seconded Personnel – Only personnel nominations received through official channels from Member States will be considered. The Mission will cover the daily allowances and high-risk insurance (the Van Breda’s Group insurance facility which is the same policy applicable to all EULEX Kosovo International staff members and covers medical care, accidental death & disability benefits amongst other benefits). All other personnel-related costs for those seconded are the responsibility of the contributing Member States, including salaries, pre-mission medical care, travel expenses to and from the Mission area (including home leave), and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Tour of Duty/Contract Period – The duration of the deployment should be up to 3 months with the possibility of extension on a month by month basis.

Leave – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP missions could be used as an indication for a proper holiday arrangement for CRT/Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended.

As a rule there is no leave included during CRT deployments. Any leave will be considered as interruption of service, there will be no allowances of any kind paid by the mission during any leave period and all travel costs related to the leave must be borne by the sending Member State or by the expert.

The European External Action Service, through CPCC – Civilian Planning and Conduct Capability, requests that Member States propose candidates for the following international expert positions for the short term deployment to EULEX Kosovo, according to the requirements and profiles described below:

A. Essential requirements

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of the short term experts.

Citizenship – Citizenship of a Member State of the European Union (EU) and full rights as a citizen.

International Experience – International experience working in cooperation with multi-national organizations, particularly in crisis areas with multinational and international organizations combined with an understanding of the political, social, cultural and legal situation in a crisis situation.

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.

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 Team Leader/Head of Mission.

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 EU Member States.

Ability to communicate effectively in English – participants 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.

B. Recommendable 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, including the Common Security and Defence Policy.

Knowledge of the mission area. To have a good knowledge of the history, culture, social and political situation of Kosovo. To have knowledge 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 local languages will be an asset.

C. Essential documents for selected candidates

Passport – [The participants must obtain a passport from the respective national authorities. OR Seconding Member 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 – Member States and participants must ensure that visas are obtained for entry into the Mission area 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 Mission.

Security clearance required: (EU RESTRICTED)

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 Member State. A copy of this certification must accompany deployed 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.

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

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

D. Job description

Mission Support Department

Human Resources Office

Title: Human Resources Expert

Employment regime: **Seconded - Short-term**

Vacancies: 3

In the role of HR Expert and in the framework of the existing Human Resources structures of the Mission, support the mission during the reconfiguration exercise especially in the selection process.

1. Main tasks and responsibilities

- To analyse job descriptions to establish selection criteria and other related human resources functions.
- To develop interview techniques, rating scales, and tests used to assess skills and abilities for the purpose of employee retention in the context of Mission reconfiguration.
- To participate as a full member in the selection panels.
- To assist in coordinating tests, panels and analyse performance evaluation reports related to the Missions reconfiguration.
- To perform any other human resources management related tasks as need arise.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Human Resources, Business Administration or equivalent 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 five (5) years of relevant and proven full-time professional experience.
- Successful completion of a full course of university studies attested by a degree in Social Sciences, Human Resources, Business Administration or equivalent studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience.

Specification of experience

- At least four (4) years of experience in human resources management, preferably in an international organization and/or public administration.
- Professional experience in implementing HR-related projects.
- Experience in some, if not in all, of the following HR activities: Staff Selection, Performance Management, Job Analysis, Job Description.
- Excellent organisational and interpersonal skills.
- Very good communication skills, both written and oral.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Professional experience in the downsizing exercise of a public organization.
- Ability to perform under stress and in difficult circumstances.