Call for Contributions and Advertisement for Staff Members

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| **Organisation:** | European Union Special Representative in Kosovo |
| **Job Location:** | Kosovo |

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| **Availability:** | As soon as possible |
| **Contract Regime:** | Seconded/Contracted |
| **Job Titles/Vacancy Notice:** | * Head of Rule of Law and Legal Section (VN 001/2015) - 1 position (Pristina) Seconded/Contracted –expert level (re-advertised) |
| **Deadline for applications:** | **18 June 2015** |
| **Email address to send the Job Application Form/CV:** | [**recruitment@eusrinkosovo.eu**](mailto:recruitment@eusrinkosovo.eu) |
| **Information:** | For more information related to the selection and recruitment, please contact the European External Action Service, or the EUSR:  Ms Aida Zunic – EUSR in Kosovo Support Team  (email: [recruitment@eusrinkosovo.eu](mailto:recruitment@eusrinkosovo.eu) ),  Tel: + 381 38 5131 603  Mr Alessandro ROTTA – EUSR in Kosovo Support Team  (email: [alessandro.rotta@ext.eeas.europa.eu](mailto:alessandro.rotta@ext.eeas.europa.eu) )  Tel: +381 38 5131 289  Fax: +381 38 5131 304 |

The EEAS, Western Balkans Division, requests EU Member States and European Institutions to second experts or support the advertisement for contract regime to the following available positions with the EUSR Support Team in Kosovo, according to the described requirements and profiles:

**A. Essential Requirements**

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

**Integrity –** The participants 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.

**Knowledge of the EU Institutions** – 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** – Very good knowledge of the history, culture, social and political situation of the Western Balkans, in particular through field experience in a multilateral working environment.

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

**Flexibility** **and adaptability** – Ability to work in arduous conditions with a limited network of support. Must be able to cope with possible extended separation from family. Ability to work as a team player with excellent interpersonal and communication skills.

**Physical and mental health** – 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** – Must be fullyfluentin written and oral English language. Report writing skills are especially needed. Knowledge of French will be an asset.

**Computer Skills** – Skills in word processing and spreadsheets are essential. Knowledge of other IT tools will be an asset.

**B. Essential Documents and Requirements for the Selected Candidates**

**Passport** – Seconded participants should obtain a diplomatic or service passport from the respective national authorities.

**Visas** – EUSR support members must ensure that any necessary visas are obtained for entry into the Kosovo 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 Balkans/Kosovo area.

**Security Clearance –** Seconded participants should have or obtain a national security clearance "EU SECRET" level or equivalent.

**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 geographical area.

**Medical Certificate –** To be in possession of a valid certificate declaring fit to participate in the context of EUSR support team activities.

**Driver 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 4 wheel drive vehicles.

**C. Job Descriptions**

**Head of Rule of Law & Legal Section –expert level**

**(Reference VN 001/2015- re-advertisement)**

The European Union Special Representative in Kosovo is mandated, *inter alia*, to promote a Kosovo that is committed to the Rule of Law, to assist and facilitate Kosovo's progress on European priorities, and to ensure consistency and coherence of Union action in Kosovo.

To assist the European Union Special Representative pursue these objectives, the job holder will manage and coordinate the work of a team of legal experts that performs the following functions: i) Rule of Law monitoring, analysis & reporting; ii) Legislative expertise and coordination; iii) Legal Cooperation on behalf of Government of Kosovo; and, iv) In-house legal advisory services.

Given the political context within which the European Union Special Representative operates, the job holder will have to demonstrate a combination of attributes including appropriate technical knowledge, managerial experience, and political acumen, ideally within a Kosovo or wider south Eastern European setting.

A significant proportion of the work will require coordination at local level with interlocutors at the Ministries of Justice, Interior, the Office of the Prime Minister, as well as with other EU offices and institutions including the EULEX Rule of Law Mission, the European Commission, the Organisation for Security and Cooperation in Europe, the Council of Europe and other international offices and assistance agencies operating in Kosovo.

**Tasks**

* To monitor and assess Kosovo's Rule of Law developments and local institutional capacities, in order to identify recurrent weaknesses and make recommendations for the amelioration of structural problems;
* To advise the EUSR on how to best support the technical Rule of Law priorities that Kosovo needs in order to fulfil its EU and visa liberalisation aspirations;
* To advise the EUSR on the legal implications of his/her mandated activities and interventions, and support, as required, the work of the EUSR's Administration Section with professional legal advice;
* To manage and coordinate the daily work of the Rule of Law & Legal Section; a mixed team of local and international legal professionals, which includes staff that are embedded within local ministries and offices;
* To liaise closely with other Rule of Law stakeholders, in particular the EULEX Rule of Law Mission and other colleagues within the EUSR and EU Offices, to ensure coherence and coordination of approach in the identification and implementation of agreed priorities and actions;
* To provide strategic legal guidance to the EUSR with respect to his/her interactions with local institutions, and to coordinate the delivery of legal opinions, correspondence, technical agreements and talking points on behalf of the EUSR;
* To manage the flow of topic specific information, including designing and implementing systems for data retention, analysis, and reporting;
* To support the organization of the EUSR-led Legislation Review Mechanism, and to contribute subject-matter expertise to the EU led structured dialogue on the rule of law, the Joint Rule of Law Coordination Board and other relevant coordination bodies.

**Job Requirements**

* University degree in Law, as evidenced by at least four years of full-time study, preferably with specialisms in International Law, European Law, Criminal Law, and/or Human Rights law;
* A minimum of 10years of professional experience in criminal justice, human rights, rule of law or justice sector reform, with at least four years' supervisory experience, preferably within an international environment;
* A thorough understanding of Kosovo's Constitutional framework and its fundamental Rule of Law challenges, preferably demonstrated through relevant professional experience related to Kosovo's justice, security or governmental structures;
* Demonstrated knowledge of international standards of good governance concepts, including requirements of objective oversight, transparency, accountability and judicial independence, in the wider rule of law and security areas;
* Direct experience in the field of rule of law and/or anti-corruption activities in conflict, post-conflict or transitioning regions would be a distinct advantage;
* Experience in networking, establishing and maintaining a high number of relevant contacts;
* Excellent analytical skills and initiative, and an ability to prioritise large volumes of information and competing tasking within a politically dynamic environment;
* Political neutrality, resilience, and an appreciation of the wider political context;
* Good communication and negotiation skills, tact and discretion;
* Excellent drafting skills, ideally to publishable quality, in the English language;
* Full computer literacy and sound knowledge of data analysis software and tools;
* Relevant field experience with multi-national and international organizations working in crisis areas and EU acceding countries would be an asset.