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:** | 01 September 2015 |
| **Contract Regime:** | Seconded/Contracted |
| **Job Titles/Vacancy Notice:** | * Spokesperson/Communication Adviser (VN 004/2015) - 1 position (Pristina) Seconded/Contracted –expert level |
| **Deadline for applications:** | **23 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 51 31 603  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.

**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**

**Spokesperson/Communication Adviser – expert level**

**(Reference VN 004/2015)**

**Main tasks**

The Spokesperson/Communication Adviser will be responsible for the overall strategic conception and implementation of communications of the EUSR / EU Office in Kosovo.

S/he will articulate EUSR political decisions into communications and messages and mainstream them into the most appropriate channels, thus contributing to generating positive visibility in Kosovo media for the European Union, the EUSR and the European Union Office. In order to do that, s/he will develop an annual communications strategy in line with EEAS global communications guidelines and according to the specific needs of the local and regional media scene.

S/he will define and monitor media activities, including maintaining contacts with the media and providing information concerning the EU in general and the EUSR and EUO activities in particular to national, regional, specialized and international media as well as rapid response to their inquiries. S/he will coordinate, guide and supervise the EUSR/EUO Press and Public information team.

S/he will also coordinate the communication activities with other sections of the office in order to obtain necessary synergy between operational, political and communication activities.

The Spokesperson / Communication Adviser will have, under the guidance of the EUSR, the following tasks:

* To strategically conceive and coordinate all press, information and communication activities of the EUSR / EU office Communication Team.
* To advice EUSR on overall communications.
* To provide advice on media-handling aspects to the EUSR and prepare him interviews and press-conferences.
* To draft speeches and other public appearances of the EUSR.
* To establish and maintain contacts with the local media, monitor replies to their enquiries and conceive press-conferences.
* To coordinate the work of EUSR/EUO staff dealing with information, communication activities and publications.
* To advice on the overall quality and accuracy of press releases, letters and background notes.
* To manage appropriate media contacts for the EUSR and for visiting representatives or officials of the EU institutions, including preparing briefings, profiles, reports on sensitive issues in the country, organizing interviews, press conferences etc.
* To ensure proper monitoring and follow-up of EU-related coverage in the local media.
* To advice on the possible media-presence of the EUSR in the international press.
* To conceive strategic approach regarding the on-line presence and social-media communication of the EUSR / EU Office.
* To establish and maintain close contacts with opinion formers, universities, private and public cultural bodies and opinion forming groups.

**Job Requirements**

* Advanced University degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related field.
* Minimum of 10 years of professional experience, including 5 years of management experience.
* Deep understanding of the political situation in Kosovo and working experience in the Western Balkans is highly desirable.
* Experience from diplomacy, negotiations and field work in international organizations desirable.
* Knowledge of EU Civilian Crisis Management and previous CFSP/CSDP experience desirable.
* Previous experience in cultural diplomacy is desirable.
* Very good interpersonal skills.
* Knowledge of local languages will be an asset.
* To be in possession of security clearance at the level of EU Secret.