



ANNEX 1- Call for Contributions

Organisation:	European Union Special Representative in Kosovo
Job Location:	Kosovo
Availability:	ASAP
Contract Regime:	Seconded/Contracted

<ul style="list-style-type: none"> Job Titles/Vacancy Notice: 	<ul style="list-style-type: none"> Political Adviser (VN 003/2020) - 1 position (Pristina) Seconded/Contracted – Expert level Political Adviser (VN 004/2020) – 1 position (Pristina) Seconded/Contracted – Expert level Head of Minority Communities, Religious and Cultural Heritage (RCH) and North (VN 005/2020) – 1 position (Pristina) Seconded/Contracted – Expert level Communication Officer (VN 006/2020) – 1 position (Pristina) Seconded/Contracted - Mission support management level (MSML)
	<p>Deadline for submitting applications is 17 December 2020 at 23:59 hours (Brussels time)</p>
<p>Email address to send the Job Application Form/CV:</p>	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities 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>For contracted candidates:</p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates, should use the standard application form (Annex 2) and submit the application to the email address below:</p> <p>recruitment@eusrinkosovo.eu</p> <p>General aspects for seconded and contracted 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>Aida Zunic (Ms) – EUSR in Kosovo Support Team Tel: + 383 49 787 935</p> <p>Syzana Selimi (Ms) – EUSR in Kosovo Support Team Tel: + 383 49 787 938</p> <p>email: recruitment@eusrinkosovo.eu</p> <p>For updates on this position and other EUSR positions please check our website https://eeas.europa.eu/delegations/kosovo/45895/local-agent-position-project-officer---eu-policies_en</p>

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

Contracted Personnel – The EUSR may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the EUSR establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable standard risk insurance policy.

Documents supporting educational qualifications and work experience, if issued in another language, should be accompanied by certified translations of the original documents in English language (working language of the EUSR in Kosovo) in accordance with the article VI.1.2. of the Guidelines on the main principles of classification of posts and grading of international contracted staff.

The EEAS, Western Balkans Division, requests EU Member States and European Institutions to second experts or to support the applications for contract regime 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.

II. REQUIREMENTS

II.A Essential Requirements

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

1. 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.

2. 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).

3. 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.

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.

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

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) –The selected candidate will have to be in possession of Personnel Security Clearance (PSC) at least “EU Secret” level. The required PSC must accompany deployed seconded/contracted personnel.

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.

Information on the Outcome – Candidates applying for the contracted positions as well as 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

Political Adviser (VN 003/2020)

Expert level
Seconded/Contracted

The Kosovo-based Political Adviser will be part of the Political/Policy Coordination Team in the office of the European Union Special Representative in Kosovo (EUSR). S/he will liaise closely with relevant staff from EUSR, EU Office in Pristina, the EULEX-mission, the team of the EUSR Dialogue and other Western Balkan regional issues in Kosovo and with local authorities in Kosovo in finding workable solutions to existing challenges. S/he will also undertake close liaison and cooperation with other international and local stakeholders, as necessary.

The Political Adviser will perform his/her tasks under the overall supervision of the EUSR and direct supervision of the EUSR Chief Political Adviser/Executive Coordinator.

1. Main tasks and responsibilities

- Support, assist and advise on issues pertaining to the political developments in Kosovo.
- Analyse possible implications of emerging issues and make recommendations on possible measures.
- Draft reports and provide analysis on local and regional developments to the EUSR and the management of the institution, as requested by the EUSR or supervisor.
- Act as a focal point for Dialogue Pristina-Belgrade related issues within the EUSR Office and the EU Office.
- Liaise with EU institutions and offices, missions, and international partners as well as local and regional actors and organizations in Pristina with a view of ensuring clear communication and broad consultative and inclusive process among actors involved.
- Represent the EUSR Office in formal and informal occasions, as requested by the EUSR or supervisor.
- Draft and contribute to briefings, defensive lines and talking points for the EUSR and the management of the organization.
- Accompany the EUSR and the management of the organization to meetings, as requested by the EUSR or supervisor.
- Perform any other necessary tasks as assigned by the EUSR or the supervisor, and/or members of the EEAS Team in Brussels as appropriate.

2. Qualifications and Experience

- University degree in Law, Political Sciences, International Relations, Public or Business Administration/Management or another relevant field.
- At least 8 years of professional experience, of which a minimum of 5 should be at a high professional level, preferably in the international context.
- Proven track record in a political advising capacity in an international mission or bilateral Embassy.
- Proven experience in programme and project management/ implementation, preferably in the EU context.
- Experience in legal practice and legal drafting desirable.
- International experience, particularly in crisis areas with multinational and international organisations desirable.
- Good knowledge of the European Union's policies and institutions, particularly CFSP, including ESDP, and enlargement policies.
- Knowledge of the region, its history and culture, the social and administrative structures in Kosovo and overall political situation.
- Knowledge of a local language desirable.
- Excellent drafting skills.
- Excellent organisational, analytical, and problem-solving skills.
- Excellent interpersonal and communications skills. Proven negotiation skills.
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule.
- Ability to work independently but also as part of a team.

- Be in possession of a valid, including Balkans/Kosovo area, civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive EUSR official vehicles including 4wheel drive vehicles.
- Be in possession of a security clearance at the level of EU Secret.

Political Adviser (VN 004/2020)

Expert level
Seconded/Contracted

The Kosovo-based Political Adviser will be part of the Political/Policy Coordination Team in the office of the European Union Special Representative in Kosovo (EUSR). S/he will liaise closely with relevant staff from EUSR, EU Office in Pristina, the EULEX-mission, the team of the EUSR Dialogue and other Western Balkan regional issues in Kosovo and with local authorities in Kosovo in finding workable solutions to existing challenges. S/he will also undertake close liaison and cooperation with other international and local stakeholders, as necessary.

The Political Adviser will perform his/her tasks under the overall supervision of the EUSR and direct supervision of the EUSR Chief Political Adviser/Executive Coordinator.

1. Main tasks and responsibilities

- Support, assist and advise on issues pertaining to the political developments in Kosovo.
- Analyse possible implications of emerging issues and make recommendations on possible measures.
- Draft reports and provide analysis on local and regional developments to the EUSR and the management of the institution, as requested by the EUSR or supervisor.
- Act as a focal point with the Ministry of Foreign Affairs and the government as well as political parties as requested by the EUSR or supervisor.
- Liaise with EU institutions and offices, missions, and international partners as well as local and regional actors and organizations in Pristina with a view of ensuring clear communication and broad consultative and inclusive process among actors involved.
- Represent the EUSR Office in formal and informal occasions, as requested by the EUSR or supervisor.
- Draft and contribute to briefings, defensive lines and talking points for the EUSR and the management of the organization.
- Accompany the EUSR and the management of the organization to meetings, as requested by the EUSR or supervisor.
- Perform any other necessary tasks as assigned by the EUSR or the supervisor, and/or members of the EEAS Team in Brussels as appropriate.

2. Qualifications and Experience

- University degree in Law, Political Sciences, International Relations, Public or Business Administration/Management or another relevant field.
- At least 8 years of working experience, of which a minimum of 5 should be at a high professional level, preferably in the international context.
- Proven track record in a political advising capacity in an international mission or bilateral Embassy.
- Proven experience in programme and project management/ implementation, preferably in the EU context.
- Experience in legal practice and legal drafting desirable.
- International experience, particularly in crisis areas with multinational and international organisations desirable.
- Good knowledge of the European Union's policies and institutions, particularly CFSP, including ESDP, and enlargement policies.
- Knowledge of the region, its history and culture, the social and administrative structures in Kosovo and overall political situation.
- Knowledge of a local language desirable.
- Excellent drafting skills.
- Excellent organisational, analytical, and problem-solving skills.
- Excellent interpersonal and communications skills. Proven negotiation skills.
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule.
- Ability to work independently but also as part of a team.
- Be in possession of a valid - including Balkans/Kosovo area - civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive EUSR official vehicles including 4wheel drive vehicles.
- Be in possession of a security clearance at the level of EU Secret.

Head of Minority Communities, Religious and Cultural Heritage (RCH) and North (VN 005/2020)

Expert level
Seconded/Contracted

The Head of Minority Communities, Religious and Cultural Heritage (RCH) and North will be responsible for advocating, facilitating and reporting on the implementation of EU objectives with regard to minority communities including in the field of protection of RCH in Kosovo in line with the EUSR's mandate.

S/he will liaise closely with other EUSR Section Heads, EU Office in Pristina, the EULEX mission in Kosovo, the team of the EUSR for Dialogue and other Western Balkan regional issues and with local authorities in Kosovo in finding workable solutions to existing challenges. S/he will also undertake close liaison and cooperation with other international and local stakeholders.

1. Main tasks and responsibilities

- Promote overall EU goals, in particular in the areas of inter-ethnic, intra-ethnic and interfaith dialogue facilitation, crisis management and conflict prevention.
- Facilitate activities in support of improvement in rule of law, governance, socio-economic development and integration of the minority communities in the Kosovo society.
- Monitor and report on political developments of relevance for the implementation of the EUSR mandate, in particular with regards to inter-ethnic relations and the situation of minority communities as well as those applying to religious communities and the protection of cultural heritage.
- Support and advise on the work of the Implementation and Monitoring Council (IMC).
- Advise the EUSR and prepare strategy papers and analyses on developments affecting the situation of minority communities and RCH protection.
- Represent the EUSR office in formal and informal occasions as requested by the EUSR.
- Draft briefings, defensive lines, talking points and clear documents for the EUSR and the management of the organization.
- Accompany the EUSR and the management of the organization to meetings as requested.
- Supervise and manage of all staff members in his/her Section.
- Perform any other necessary tasks as assigned by the EUSR.

2. Qualifications and Experience

- Advanced University Degree in Political Sciences, Journalism, Marketing, International Relations, Diplomacy, Social Sciences or academic training relevant to the specific post.
- A minimum of 10 years of professional experience preferably in a policy analytical and/or implementation position in a national or international context with at least 4 years of supervisory experience.
- International experience, particularly in crisis and post-conflict areas with multi-national and international organisations, ideally in a political advisory capacity.
- Knowledge of EU institutions, policies and mechanisms, particularly those related to the Common Foreign and Security Policy.
- Experience in matters relating to the Balkans, particularly with Kosovo and/or Serbia.
- Previous experience in mediation and dialogue between communities would be an asset.
- Knowledge of the languages, history, culture and the political, social and administrative structures of the Balkans and of Kosovo is an advantage.
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol.
- Proven ability to produce imaginative and workable solutions to complex problems.
- Strong management skills.
- Proven experience in project leadership/implementation.
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule.
- Ability to work independently but also as part of a team.
- Knowledge of Serbian language is strongly desirable.
- Be in possession of a valid, including Balkans/Kosovo area, civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive EUSR official vehicles including 4wheel drive vehicles.
- Be in possession of a security clearance at the level EU Secret.

Communication Officer (VN 006/2020)

Mission support management level (MSML)
Seconded/Contracted

The European Union Special Representative in Kosovo (EUSR) is mandated, *inter alia*, to promote overall Union political coordination in Kosovo; strengthen the presence of the Union in Kosovo and ensure its coherence, effectiveness and visibility; ensure consistency and coherence of Union action in Kosovo, support Kosovo's European perspective and rapprochement with the Union, in line with the perspective of the region and in accordance with the Stabilisation and Association Agreement and Decision (EU) 2015/1988, and in line with the relevant Council conclusions, through targeted public communication and Union outreach activities designed to ensure a broader understanding and support from the Kosovo public on issues related to the Union, including the work of EULEX KOSOVO; support the mandate of the Specialist Chambers and the Specialist Prosecutor Office, as appropriate, including through communication and outreach.

The Communication Officer of the EUSR Support Team will work with relevant stakeholders on EUSR communication matters and support the Head of Communication Section/Spokesperson in the overall communication coordination of all EU actors in Kosovo.

Under the guidance of the Head of Communication Section/Spokesperson and in accordance with the EUSR's mandate, the Communication Officer will be expected to perform the following tasks:

1. Main tasks and responsibilities

- Assist the Head of Communication Section/Spokesperson to ensure consistency and coherence of EU action towards the public.
- Liaise closely with EU Office in Kosovo staff, press service of the CSDP rule of law mission (EULEX), press service of the EUSR for the Belgrade-Pristina Dialogue and other Western Balkan regional issues, communication services of EU Member States in Kosovo, relevant press and communication services in the headquarters; other domestic and international partners.
- Suggest and implement innovative ways to advance the EUSR communication goals, and produce analyses, reports and recommendations to this effect.
- Prepare high-impact speeches for the EUSR, the Head of Communication Section/Spokesperson and other staff as appropriate, in line with the EUSR priorities and communications strategy, and in coordination with relevant staff, while using research, concrete data, examples and storytelling, and ensuring high quality, accuracy, consistency and coherence of the overall public messaging.
- Assist in the development of the EUSR website and social media, prepare and post content on the EUSR digital media platforms and suggest ways to advance the digital media reach.
- Draft and edit a wide range of communication materials, including feature stories to be disseminated through various EUSR communication channels.
- Conduct research and produce analytical reports on the impact of the EUSR communication actions, the main communication trends as they relate to the perception of the EU in Kosovo in general and the EUSR work in particular.
- Draft press releases, press articles, briefings and reports.
- Organise media events, press opportunities, public diplomacy efforts, outreach events and public information campaigns.
- Assist in conducting and co-ordinating official visits.
- Answer media queries and assist in developing press lines.
- Manage EUSR projects.
- Monitor media on issues of relevance to the EUSR mandate, and be responsible for the production of press reviews and their dissemination.
- Be responsible for archiving the content produced by the Communication Section.
- Replace other EUSR Communication Section colleagues when they are away from office.
- Performs other duties as assigned by the Head of Communication Section/Spokesperson.

2. Qualifications and Experience

- University Degree, preferably in Communication, Public Relations, English Language, Social or Political Sciences, Humanities, Journalism, Marketing, International Relations, Diplomacy.
- A minimum of 4 years of relevant professional experience.
- Excellent command of written and oral English language with all its nuances and rhetoric, figures of speech as well as adaptive skills to the speaker's style; excellent drafting skills.
- Strong digital media skills.
- Advanced graphic design skills are an advantage.
- Lateral thinking and ability to synthesize complex material.
- Capacity to set priorities and meet deadlines, and ability to multi-task.
- Understanding of the Kosovo context and familiarity with principal international actors.
- Sound knowledge of the EU Institutions, EU policies and EU enlargement.
- Experience in public or private communications agencies, international organisations, journalism or civil society is an advantage.
- Familiarity with diplomatic protocol is an advantage.
- Excellent interpersonal and communication skills.
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule.
- Ability to work independently but also as part of a team.
- Be in possession of a valid, including Balkans/Kosovo area, civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive EUSR official vehicles including 4wheel drive vehicles.
- Be in possession of a personal security clearance at EU secret level.