



ANNEX 1- Call for Contributions

Organisation:	European Union Special Representative in Kosovo
Job Location:	Kosovo
Availability:	ASAP
Contract Regime:	Seconded/Contracted
Job Titles/Vacancy Notice:	<ul style="list-style-type: none">• Head of Finance and Administration (VN 008/2021) – 1 position (Pristina) Seconded/Contracted – Expert level
Deadline:	Deadline for submitting applications is 01 March at 23:59 hours (Brussels time)
Email address to send the Job Application Form/CV:	<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: 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: 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 style="text-align: center;">Syzana Selimi (Ms) – EUSR in Kosovo Support Team Tel: + 383 49 787 938</p> <p style="text-align: center;">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-projectofficer---eu-policies_en</p>
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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.

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.

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

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

Head of Finance and Administration (VN 008/2021)

Expert level
Seconded / Contracted

Under the direct supervision of the EUSR, the Head of Finance and Administration is responsible for supporting the EUSR in the day-to-day management of the financial, material and human resources entrusted to the EUSR for the implementation of his/her mandate. The Head of Finance and Administration is responsible for implementation and compliance of European Union (EU) and internal financial and administrative policies and regulations by EUSR staff members on behalf of the EUSR.

The Head of Finance and Administration directly manages a small team to provide administrative and logistical support to approximately forty EUSR staff members operating in Kosovo. The Head of Finance and Administration reports directly to the EUSR.

1. Main tasks and responsibilities

- Directing the overall application of European Union (EU) and internal financial and administrative policies and regulations by EUSR staff members on behalf of the EUSR.
- Ensuring timely and appropriate administrative and logistic support required for the smooth running of EUSR programme and the activities necessary for implementation of EUSR's mandate.
- Ensuring the effective management of the funds allocated to the EUSR for implementation of his/her mandate and the best possible use is made of available funds; establishing appropriate controls for the monitoring and reporting on expenditures including efficient database management and the provision of supporting documents.
- Leading the preparation of EUSR's budget proposals including briefings on budget preparation and the preparation and finalization of budget performance reports.
- Managing daily financial operations including cash flow, payments and imprest fund.
- Ensuring implementation of financial accounting system and procedures for EUSR in accordance with the Financial Regulation applicable to the general budget of the Union and its rules of application, and internal guidelines.
- Managing human resources and ensuring proper use of available resources. Managing EUSR recruitment and staff administration processes. Ensuring that correct procedures are carried out as regards pay, benefits, staff reports, etc.
- Monitoring the needs of the Office for goods and services required for smooth functioning of EUSR team and supporting the activities for implementation of the EUSR's mandate (projects) and procuring goods and services in accordance to A Practical Guide - Procurement and Grants for European Union External Actions (PRAG) and internal rules.
- Applying asset and material management policies and standards for the efficient utilization of material resources and provision of necessary logistical support.
- Ensuring proper functioning and maintenance of EUSR IT function, transport, mission travels and all other general service functions.
- Ensuring precise and timely reporting concerning the financial status of the EUSR, budget consumption, staffing, procurement, inventories and analysis of current and future requirements.
- Keeping under review existing policy guidelines in all areas of the finance, administration and human resources and identifying issues that require change and proposing modifications.
- Liaising with representatives of other EU presences in Kosovo in the field of finance and administration, including drafting various memorandums of understanding or technical agreements.
- Supervising the staff and activities of the Finance and Administration Section.
- Performing other related duties as assigned.

2. Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in Public or Business administration, Economics, Finance or a related field, where the normal duration of university education in the country awarded is four (4) years or Bachelor degree combined with master degree. Advanced university degree would be an asset.
- A minimum of 10 years of professional experience after having obtained the university degree, out of which more than 5 years should be at a managerial administrative position (especially Finance, Budget or Human Resources).
- Expert knowledge in public or business administration; knowledge of financial, human resources and material resources management principals and concepts.
- Ability to deal with a complex task; conscientious and efficient in meeting commitments and observing deadlines; capable of identifying and addressing policy issues; presenting analytical findings and making sound and timely decisions based on the objective analysis; capable of producing reports.
- Experience in using financial management procedures and procurement methodology in accordance with European Union rules and regulations highly desirable.

- Ability to plan, coordinate and organize work in a methodical and systematic manner according to the applicable procedures.
 - Client orientation; very good communication and negotiation skills.
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- Excellent analytical skills; good judgment and initiative.
 - Excellent drafting skills.
 - Full computer literacy. Experience in working with standard financial software systems.
 - Relevant field experience with multi-national and international organizations.
 - Very good interpersonal skills; demonstrated ability to work in a multicultural environment; capable of leading and gaining assistance of others in a team endeavour.
 - 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 level.