

## EUROPEAN EXTERNAL ACTION SERVICE



WESTERN BALKANS

15 February 2021

TO: PSC AMBASSADORS

SUBJECT: Call for Contributions for the EU Special Representative in Kosovo (EUSR) support team vacancies:

- **Head of Finance and Administration (VN 008/2021) - 1 position (Pristina)  
Seconded/Contracted – Expert level**

REFERENCE: Council Decision (CFSP) 2020/1135 of 30 July 2020 on appointing the European Union Special Representative in Kosovo<sup>\*</sup>

Dear PSC Ambassadors,

### A. BACKGROUND

The mandate of the EUSR in Kosovo, according to the Council Decision (CFSP) 2020/1135 of 30 July 2020 on extending the mandate of the European Union Special Representative in Kosovo, is based on the policy objectives of the Union in Kosovo. In order to achieve the policy objectives, the mandate of the EUSR is to offer the Union's advice and support in the political process; promote overall Union political coordination in Kosovo; strengthen the presence of the Union in Kosovo and ensure its coherence and effectiveness and visibility; provide local political guidance to the Head of the European Union Rule of Law Mission in Kosovo (EULEX KOSOVO), including on the political aspects of issues relating to executive responsibilities; ensure consistency and coherence of Union action in Kosovo, including in guiding locally the EULEX KOSOVO transition for the eventual transfer of activities to the EUSR or the EU Office in Kosovo and/or the local authorities, as appropriate and if local circumstances permit; 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

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<sup>\*</sup> This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the IJC Opinion of the Kosovo declaration of independence

on issues related to the Union, including the work of EULEX Kosovo; monitor, assist and facilitate, by all the means and instruments at the disposal of the EUSR and with the support of the EU office in Kosovo, progress on political, economic and European priorities, in line with respective institutional competencies and responsibilities, and support the implementation of the Stabilisation and Association Agreement, including through the European Reform Agenda; contribute to the development and consolidation of respect for human rights and fundamental freedoms in Kosovo, including with regard to women and children and the protection of minorities, in accordance with the Union's human rights policy and Union Guidelines on Human Rights; support, as required, the Belgrade-Pristina dialogue facilitated by the Union, including operational support tasks that have to be eventually transferred from EULEX KOSOVO, in coordination with the EUSR for the Belgrade-Pristina Dialogue and other Western Balkans regional issues and with emphasis on promoting a conducive environment for the process; support the mandate of the Specialist Chambers and the Specialist Prosecutor Office, as appropriate, including through communication and outreach.

## B. CALL FOR CONTRIBUTIONS

The EUSR support team was established after the adoption by the Council of the Joint Action establishing the EUSR in Kosovo.

The aim of this call for contributions is to select highly qualified international expert for the described position for the EUSR support team.

EU Member States and Institutions are therefore requested to second experts or support the applicants for contract regime to the following available position:

- **Head of Finance and Administration (VN 008/2021) - 1 position (Pristina)  
Seconded/Contracted – Expert level**

## C. METHODOLOGY

1. Member States and Institutions of the European Union, as well as interested candidates, are requested to examine the profile and job description and ensure that:
  - candidates meet the listed criteria described in the essential requirements and in the specific job descriptions (Annex 1- Call for contributions);
  - each candidate completes the standard job Application Form in English (Annex 2).
2. Candidates proposed for secondment and candidates interested in contract regime should satisfy in full the criteria set out in the job description. The main criteria for suitability for posts are professional and specific skills and experience. The aim is to select the best qualified candidate.
3. Applications (Annex 2) should be submitted at the earliest convenience, **but not later than 01 March 2021.**
4. Member States, EU Institutions and interested candidates should submit their personnel offers / applications, using the Annex 2 form to the following email address:

[recruitment@eusrinkosovo.eu](mailto:recruitment@eusrinkosovo.eu)

5. Nominations for seconded candidates will be considered only if received through official channels from Member States (i.e. through Permanent Representations in Brussels) and EU Institutions.
6. A selection board will be responsible for the selection procedure following reception of candidacies.
7. Applications for this position will be subject to analysis and interview process.
8. Within the framework of the selection procedure, the candidates considered to be most suitable will be shortlisted and interviewed by audio/video skype/phone, before the final selection is made.
9. In case a candidate for seconded posts is required to travel to Pristina for interviews, the seconding Member State / EU institution will bear any related costs.
10. The EEAS (Western Balkans, Eastern Europe and Central Asia) will notify Member States and institutions of the European Union of the outcome of the selection process.

#### D. GENERAL INFORMATION

1. All selected personnel should undergo a medical examination and be certified medically fit for mission duty by a competent authority from the Member State. This certification must accompany deployed seconded and contracted international experts.
2. The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description.
3. The EU strives to improve gender balance in conformity with UNSCR 1325. The General Secretariat encourages Member States and European Institutions to take this into account when offering contributions.
4. Any further information required related to the selection and deployment of the EU seconded or contracted experts may be obtained from the EUSR Support Team by contacting:

Syzana Selimi (Ms) – EUSR Support Team  
Tel: +383 49 78 79 38; email: [recruitment@eusrinkosovo.eu](mailto:recruitment@eusrinkosovo.eu)

Bianca Maier (Ms) - Kosovo Desk officer  
Tel; +322584 44 09; email: [Bianca.MAIER@eeas.europa.eu](mailto:Bianca.MAIER@eeas.europa.eu)

Yours sincerely,

[e-signed]  
Elsa Fenet  
Head of Division

#### ANNEXES:

- Call for Contributions - Essential Requirements, Job Category and Specific Job Descriptions for International Civilian Experts (Annex 1)
- Standard Application Form (Annex 2).