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 August 2015 |
| **Contract Regime:** | Seconded/Contracted  |
| **Job Titles/Vacancy Notice:** | * Communities Field Officer (VN 005/2015) - 1 position (Pristina)

Seconded/Contracted –Mission Support Management Level (MSML)  |
| **Deadline for applications:** | **06 July 2015** |
| **Email address to send the Job Application Form/CV:** | recruitment@eusrinkosovo.eu |
| **Information:** | For more information related to the selection and recruitment, please contact the EUSR ST: Ms Aida Zunic – EUSR in Kosovo Support Team (email: recruitment@eusrinkosovo.eu ), Tel: + 381 38 51 31 603 Mr Alessandro ROTTA – EUSR in Kosovo Support Team  (email: 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**

**Communities Field Officer-Seconded/Contracted (Mission Support Management Level)**

 **(Reference VN 005/2015)**

**Main tasks**

The Communities Field Officer will be based in Pristina and working within the Communities team reporting to the Political Adviser/Communities. S/he will be responsible for advocating, facilitating and reporting on the implementation of the EU objectives with regard to communities in Kosovo in line with the EUSR’s mandate. In particular s/he will focus on maintaining links and conducting fieldwork in Kosovo (mainly south of the river Ibar), in Serb majority municipalities and Serb inhabited villages. The Communities Field Officer will be recruited with a view to also cover issues related to the decentralization process in the Serb majority municipalities and to follow on-the-ground implementation of the Pristina-Belgrade Agreement.

S/he will perform the following tasks:

* To represent the Office of the EUSR and facilitate EU activities in support of improvement in rule of law, governance, socio-economic development and integration of the Kosovo Serb community in Kosovo society;
* To liaise closely with municipal authorities, especially the bodies that safeguard community rights/protection; community representatives; civil society and other relevant locally based institutions when it comes to following up on priorities/ issues facing the Serb communities at the municipal and grass-roots level;

* To identify and advise the EUSR, through the chain of command, on how to address problems affecting members of the Kosovo Serb communities and to help foster inter-ethnic dialogue and cooperation (where applicable) with the wider Kosovo Albanian majority communities in close liaison with other international organizations who have field presence/coverage;
* To monitor and report on political developments of relevance for the implementation of the EUSR mandate, in particular with regards to the grassroots implementation of the Pristina-Belgrade agreement;
* To regularly liaise with field presence of other international missions, such as OSCE, UNHCR, UNMIK, Council of Europe, etc;
* To contribute to regular reporting and help support activities relating to EUSR matters and other related duties as required.

**Qualifications and Experience**

* Advanced University Degree in Political Sciences, Journalism, Law, International Relations, Diplomacy, Social Sciences or academic training relevant to the specific post;
* A minimum of 5 years of professional experience preferably in a policy analytical and/or implementation position in a national or international context;
* International experience preferable, particularly in crisis area with multi-national and international organisations
* Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
* Proven ability to produce imaginative and workable solutions to complex problems;
* Excellent knowledge of spoken and written English, knowledge of Serbian strongly desirable.