

Call for Contributions and Advertisement for Staff Members

Organisation:	European Union Special Representative in Kosovo
Job Location:	Kosovo
Availability:	October 2015
Contract Regime:	Seconded/Contracted
Job Titles/Vacancy Notice:	<ul style="list-style-type: none"> Transition Coordinator (VN 002/2015)- 1 position (Pristina) Seconded/Contracted-expert level (Re-Advertisement)
Deadline for applications:	Deadline for submitting applications extended until 06 September 2015*
Email address to send the Job Application Form/CV:	recruitment@eusrinkosovo.eu
Information:	<p>For more information related to the selection and recruitment, please contact the European External Action Service, or the EUSR:</p> <p>Ms Aida ZUNIC – EUSR in Kosovo Support Team Tel: + 381 38 51 31 602</p> <p>Mr Alessandro ROTTA – EUSR in Kosovo Support Team Tel: +381 38 51 31 289</p> <p>(email: recruitment@eusrinkosovo.eu),</p>

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 position 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.

* All applications submitted in the first round of advertisement for position VN 002/2015 will be taken in consideration therefore Seconding Authority or Candidate doesn't need to submit the application again.

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 fully fluent in 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 – Possession of a valid diplomatic or service passport from the respective national authorities for seconded participants is optional.

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

Transition Coordinator- expert level (Re-advertisement) **(Reference VN 002/ 2015)**

On behalf of the European Union Special Representative in Kosovo/Head of the EU Office, the job holder, in coordination with relevant counterparts and partners, including within the EULEX Rule of Law Mission, the EU Office in Kosovo's Co-operation Section and the EEAS Crisis Mission Planning Department, will assist, pending and based on Member States' decision and guidelines, on planning the future of EULEX strengthening functions in Kosovo's justice, policing and customs sectors and possible phasing out or transition of those to different supporting instruments or other potential donor and agencies.

Working in partnership with counterparts and partners from the aforementioned offices, the job-holder will possibly devise, draft and coordinate the delivery of a relevant Action Plan, according to an agreed timeline. Thereafter, the job holder will have responsibility for coordinating the combined efforts of the relevant stakeholders, to ensure that targets enumerated within the Action Plan are implemented within agreed deadlines.

Tasks

- To advise the EUSR on how to ensure consistency of the overall EU action in support of the transition or phasing out of EULEX strengthening functions in line with the provided strategic vision and guidance;
- To liaise closely with stakeholders, from EULEX, the EU Office, the EUSR's Rule of Law and Legal Section and other EUSR Advisers and Officers, to ensure coherence and coordination of approach in the identification and implementation of agreed priorities and actions;
- To keep abreast of external rule of law developments and local institutional capacities to assess needs and priorities for EU programmes to be integrated into and/or taken over by local structures or organisations, with the support of AIDCO, EEAS or other development donors;
- To develop and maintain contacts with relevant international and local partners operating in the field of Rule of Law, including central and local representatives of the Kosovo authorities, international liaison offices and organizations, NGOs, think tanks and civil society bodies;
- To work closely with the EU Office to ensure that the activities are, wherever possible, consistent and integrated with other Commission programmes;

- To draft planning documents; develops databases, tracking matrices and timelines as required;
- To liaise with partners on finalising and reviewing proposals;
- To support the organization of the EU led structured dialogue on the rule of law, the Joint Rule of Law Coordination Board and other relevant coordination bodies;

Job Requirements

- University degree in Law, Political Science, International Relations or other relevant subject;
- A minimum of 8 years of professional experience in developing or managing programmatic activities in the rule of law field, in a national or international context; direct experience in the field of rule of law in conflict areas would be a distinct advantage;
- Thorough understanding of rule of law challenges in Kosovo;
- Demonstrated knowledge of strategic planning concepts in the wider rule of law and security areas would be a distinct advantage;
- Good communication and negotiation skills; experience in networking, establishing and maintaining an high number of relevant contacts;
- Excellent analytical skills and initiative;
- Experience in monitoring and evaluation (M&E) and proven ability to produce imaginative and workable solutions to complex problems would be an advantage;
- A proven record of coordination experience;
- Full computer literacy and sound knowledge of projects management software and tools;
- Relevant field experience with multi-national and international organizations working in crisis areas and EU acceding countries would be considered an asset;
- Ability to work independently but also as part of a team.