



ANNEX 1- Call for Contributions

Organisation:	European Union Special Representative in Kosovo
Job Location:	Kosovo
Availability:	January 2016
Contract Regime:	Seconded/Contracted
Job Titles/Vacancy Notice:	<ul style="list-style-type: none"> Political Adviser on Dialogue Implementation (VN 008/2015) - 1 position (Pristina) Seconded/Contracted - Expert level Legal Adviser for Legislative Implementation (VN 009/2015) - 1 position (Pristina) Seconded/Contracted - Expert level
Deadline for applications:	10 December 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:</p> <p>Aida ZUNIC (Ms) – EUSR in Kosovo Support Team Tel: + 381 38 51 31 602</p> <p>Syzana SELIMI (Ms) – EUSR in Kosovo Support Team Tel: + 381 38 51 31 603</p> <p>email: recruitment@eusrinkosovo.eu</p>

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 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 fully fluent in written and oral English language. Knowledge of any of local languages 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 – Possession of a valid diplomatic or service passport from the respective national authorities for seconded participants is optional.

Visas – Contributing States and Mission Members 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 Balkans/Kosovo area.

Security Clearance – Selected candidates should have or obtain a national security clearance "EU SECRET" level or equivalent.

Certificate / Booklet of vaccination – To be vaccinated according to the required immunisations for the geographical area. To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received

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

Political Adviser on Dialogue Implementation **Seconded/ Contracted- Expert level** **(Reference VN 008/2015)**

The Kosovo-based Political Adviser on Dialogue Implementation will be part of the EUSR dialogue team tasked to help implement different elements of the Pristina-Belgrade dialogue agreement.

S/he will liaise closely with relevant staff from EUSR, EU Office in Pristina, the EULEX -mission 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 for Dialogue Implementation will perform his/her tasks under the overall supervision of the EUSR and direct supervision of the Senior Adviser on Political Affairs/North – Dialogue Coordinator in Pristina, and close coordination with EEAS Dialogue Team.

The Political Adviser on Dialogue Implementation will be expected to perform the following tasks:

1. Main Tasks and responsibilities

- To support, assist and advise the EUSR and his/her supervisor, as well as members of the EEAS Dialogue Team on a broad range of dialogue related issues;
- To lead and facilitate implementation of arrangements and results achieved through the EU facilitated Dialogue between Pristina and Belgrade;
- To draft and implement projects and other proposals for implementation;

- To monitor developments of implementation and to advise on all issues of relevance in relevant fields;
- To prepare precise summaries and reports on relevant issues and advise the EUSR, his/her supervisor and members of the EEAS Dialogue Team accordingly;
- To analyze possible implications of emerging issues and make recommendations on possible measures;
- To liaise with EU institutions and offices, missions and international partners as well as local and regional actors and organisations in Pristina with a view of ensuring clear communication and broad consultative and inclusive process among actors involved;
- To perform any other necessary tasks as assigned by the EUSR and the supervisor in Pristina and/or members of the EEAS Dialogue Team as appropriate.

2. Qualifications and Experience

- University degree in Law, Political Sciences, International Relations, Public or Business Administration/Management or other relevant subject where the normal duration of university education in the country awarded is four (4) years or a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g., Master's degree;
- After having obtained the university degree at least 8 years of working experience, of which a minimum of 5 years relevant and proven full-time professional experience, preferably in the international context;
- Proven track record in a negotiation, mediation or dialogue capacity in an international mission or bilateral Embassy;
- Good knowledge of the European Union policies and institutions, particularly CFSP, including ESDP, and Enlargement policies;
- Proven experience in programme and project management/ implementation, preferably in the EU context;
- Experience in legal practice and legal drafting desirable;
- Knowledge of the region, its history and culture, the social and administrative structures in Kosovo and overall political situation;
- Excellent organisational, analytical and problem-solving skills;
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule;
- International experience, particularly in crisis areas with multinational and international organisations desirable.

Legal Adviser for Legislative Implementation **Seconded/Contracted- Expert level** **(Reference VN 009/2015)**

The European Union Special Representative in Kosovo (EUSR) is mandated, *inter alia*, to promote a Kosovo that is committed to the Rule of Law, to assist and facilitate Kosovo's progress on European priorities, and to ensure consistency and coherence of Union action in Kosovo.

To assist the EUSR pursue these objectives, the Legal Adviser for Legislative Implementation will assist in all legislative issues of the EUSR Rule of Law & Legal Section.

Given the political context within which the EUSR operates, Legal Adviser for Legislative Implementation will have to demonstrate a combination of attributes including appropriate technical knowledge and legal acumen, ideally within a Kosovo or wider south Eastern European jurisdiction.

Under the guidance of the Head of the Rule of Law & Legal Section and under overall supervision of the EUSR, the Legal Adviser for Legislative Implementation will, in accordance with the EUSR mandate, be expected to perform the following tasks:

1. Main tasks and responsibilities

- To contribute in his/her field of expertise to the EUSR's mandate implementation in monitoring, mentoring and advising the drafting process of the relevant local legislation;
- To serve as EUSR focal point for specific legislation, be responsible for coordinating EUSR input as well as to follow the draft throughout the legislative process;

- To draft legislation, participate in legislative working groups on behalf of the EUSR and prepare legal opinions, including on applicable international and European legal standards and EU best practices;
- To maintain contacts with Kosovo law making bodies, including judiciary in order to be aware of new developments in legislative and law implementation area;
- To ensure timely and accurate reporting and information flow as per planning documents of the EUSR;
- To coordinate, on the appropriate level, with other international stakeholders;
- To undertake any other related tasks as requested by the Head of the Rule of Law & Legal Section of the EUSR.

2. Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g., Master's degree;
- After having obtained the university degree at least 8 years of working experience, of which a minimum of 5 years relevant and proven full-time professional experience, preferably in the international context;
- Legal experience in a European legal system or international Organization in the field of internal affairs, police, civil registry, or justice or any other relevant related field;
- Excellent legislation drafting skills;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo is considered an advantage;
- Creative and result oriented problem solver;
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule.