

EUROPEAN EXTERNAL ACTION SERVICE



WESTERN BALKANS

07 April 2016

eeas.eurca.west.2(2016)2112971

TO PSC AMBASSADORS

SUBJECT: **Call for Contributions for the EUSR in Kosovo Support Team vacancy:**

- Head of Finance and Administration (VN 001/2016) - 1 position (Pristina)
Seconded/Contracted - Expert level

REFERENCE: **Council Decision amending and extending the mandate of the EUSR in Kosovo (2015/2052/CFSP)**

Dear PSC Ambassadors,

A. BACKGROUND

The mandate of the EUSR, according to the Council Decision 2015/2052/CFSP, 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; to promote overall Union political coordination in Kosovo; to strengthen the presence of the Union in Kosovo and ensure its coherence and effectiveness; to provide local political guidance to the Head of EULEX Kosovo, including on the political aspects of issues relating to executive responsibilities; to ensure consistency and coherence of Union action in Kosovo, including in guiding locally the EULEX transition; to 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 the Council Decision on

its signing, 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 on issues related to the Union, including the work of EULEX; to monitor, assist and facilitate progress on political, economic and European priorities, in line with respective institutional competencies and responsibilities; to contribute to the development and consolidation of respect for human rights and fundamental freedoms in Kosovo, including with regard to women and children and protection of minorities, in accordance with the Union's human rights policy and Union Guidelines on Human Rights; to assist in the implementation of the Belgrade-Pristina dialogue facilitated by the Union.

A dedicated staff is assigned to assist the EUSR to implement his mandate and contribute to the coherence, visibility and effectiveness of Union action in Kosovo overall.

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 001/2016) - 1 position (Pristina)
Seconded/Contracted - Expert level

C. METHODOLOGY

1. Member States and Institutions of the European Union, as well as proposed 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**);
 - each candidate completes the standard job Application Form in English (**Annex 2**).

2. Proposed candidates 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 should be submitted at the earliest convenience, **but not later than 24 April 2016**.
4. Member States and EU Institutions should submit their personnel offers / applications, including a detailed curriculum vitae covering the applicant's career, indicating qualifications and language skills, to the following address:

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. All positions will be subject to CV analysis and interview process.
8. Within the framework of the selection procedure, the candidates considered to be most suitable will be short-listed and interviewed in Pristina, or by telephone, before the final selection is made. Only the short-listed candidates will be contacted.
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 be responsible for notifying Member States and institutions of the European Union of the outcome of the selection process and deployment date.

D. GENERAL INFORMATION

1. All selected personnel should undergo an extensive medical examination, appropriate vaccinations and be certified medically fit for mission duty by a competent authority from the Member State. A copy of 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 security clearance (EU SECRET or equivalent). The original certificate of the national security clearance must accompany deployed international experts.
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 ST, by contacting:

Syzana SELIMI (Ms) – EUSR Support Team
Tel: +381 38 51 31 603

email: recruitment@eusrinkosovo.eu

Yours sincerely,



Eduard AUER
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**)