



ANNEX 1- Call for Contributions

Organisation:	European Union Special Representative in Kosovo
Job Location:	Kosovo
Availability:	ASAP
Contract Regime:	Seconded/Contracted
Job Titles/Vacancy Notice:	Chief Political Adviser/Executive Coordinator (Second Call for Contribution) (VN 006/2017) 1 position (Pristina) Seconded/Contracted - Expert level
Deadline for applications:	Deadline for submitting applications extended until 19 April 2017¹
Email address to send the Job Application form (Annex II):	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email address:</p> <p style="text-align: center;">recruitment@eusrinkosovo.eu</p> <p>For contracted candidates:</p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates, should use the standard application form (Annex 2) and submit the application to the email address below:</p> <p style="text-align: center;">recruitment@eusrinkosovo.eu</p> <p>General aspects for seconded and contracted candidates:</p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list all positions for which they are interested. It is essential that both the job title and corresponding reference number are clearly marked in the form.</p>

¹ All applications submitted in the first call for contribution for position of VN 006/2017 will be taken in consideration therefore the Seconding Authority or Candidate does not need to resend again the application for the same position.

Information:	<p>For more information related to the selection and recruitment, please contact:</p> <p style="text-align: center;">Aida Zunic (Ms) – EUSR in Kosovo Support Team Tel: + 381 38 51 31 602</p> <p style="text-align: center;">Syzana Selimi (Ms) – EUSR in Kosovo Support Team Tel: + 381 38 51 31 603</p> <p style="text-align: center;">email: recruitment@eusrinkosovo.eu</p> <p>For updates on this position and other EUSR positions please check our website https://eeas.europa.eu/delegations/kosovo/10939/status-of-eusr-vacancies_en .</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage and travel expenses to and from the Mission area (including home leave).

Contracted Personnel – The EUSR may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the EUSR establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable standard risk insurance policy.

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 profile:

A. Essential Requirements

Citizenship – Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Integrity – The candidates 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.

Negotiation Skills – The candidates must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of the team with excellent interpersonal and communication skills and must be able to cope with possible extended separation from family.

Physical and mental health – The candidates must be 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 – The candidates must be fully fluent in written and oral English language. Knowledge of any of local languages will be an asset.

Knowledge of the EU Institutions – The candidates should have good 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 – The candidates should have good knowledge of the history, culture, social and political situation of the Western Balkans, in particular through field experience in a multilateral working environment.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Driving 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.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Essential Documents and Requirements for the Selected Candidates

Passport – The selected candidates must obtain a passport from their respective national authorities. Possession of a valid diplomatic or service passport for seconded participants is optional.

Visas – Contributing States and selected candidates 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.

Personnel Security Clearance (PSC) – 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. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the EUSR upon deployment.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for mission duty by a competent authority from the contributing State. This certification must accompany deployed seconded/contracted personnel.

C. Additional Information on the Selection Process

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The EUSR in Kosovo encourages contributing States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the standard Application Form (Annex 2), and indicating which position(s) the candidate is applying for.

Selection process - The candidates considered to be most suitable will be shortlisted and interviewed by audio/video skype/phone, before the final selection is made.

Information on the Outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

D. Job Descriptions

Chief Political Adviser/Executive Coordinator (second call for contribution)²

Seconded/Contracted- Expert level
(Reference VN 006/2017)

The Chief Political Adviser/Executive Coordinator will be responsible for advocating, facilitating and reporting on the implementation of EU political objectives. S/he will coordinate the work of relevant members of the EUSR support team to provide the EUSR with consolidated policy advice, based on the inputs from EUSR support team. S/he will liaise and coordinate with the EU Office in Kosovo.

1. Main tasks and responsibilities

- To coordinate the work of relevant members of the EUSR Support Team, to provide the EUSR with consolidated policy advice;
- To support the EUSR in addressing mandate priorities and advise how to tackle specific political and policy issues which may arise;
- To prepare, participate in and report on EUSR missions, as appropriate;
- To keep contacts with government officials, parties' representatives, other political actors and civil society representatives at the appropriate level;
- To liaise and coordinate with EULEX, contributing to providing local political guidance to the Mission;
- To liaise and coordinate with other international presences in Kosovo, in particular with KFOR and on security matters;
- To supervise reporting on local political developments as well on EUSR mandate implementation;
- If necessary, to act as approving officer for EUSR related expenditures and for procurement and contractual related matters;
- To undertake any other task as required.

2. Job requirements

- Advanced University Degree in Political Sciences, International Relations, Diplomacy, Social Sciences or related field;
- A minimum of 8 years of professional experience after having obtained the university degree, out of which at least 5 years should be at a managerial level;
- Have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;
- International experience, particularly in crisis areas with multi-national and international organisations, ideally in a political advisory capacity;
- Knowledge of EU Civilian Crisis Management and previous CFSP/CSDP experience desirable;
- Experience in matters relating to the Balkans, particularly with Kosovo. Knowledge of the languages, history, culture and the political, social and administrative structures of Kosovo is an advantage;
- Ability to work independently but also as part of a team;
- To be in possession of a Personnel Security Clearance (PSC) at the level of EU Secret.

² All applications submitted in the first call for contribution for position of VN 006/2017 will be taken in consideration therefore the Seconding Authority or Candidate does not need to resend again the application for the same position.