

**EEAS**

**NOTICE OF VACANCIES**

for posts of

**"cost-free" SECONDED NATIONAL EXPERTS**

in **EUROPEAN UNION DELEGATIONS outside the EU**

**Central contact point for applications by e-mail:**  
**Division EEAS.BA.HR.2 – [SNE-DELEGATIONS@eeas.europa.eu](mailto:SNE-DELEGATIONS@eeas.europa.eu)**

**Vacant posts for job profile "Communication" /**  
**Postes vacants pour le profil d'emploi «Communication»**

Delegation	N° post SYSPER2	Delegation section	Comments
1 <b>KOSOVO, Pristina</b>	New post	Political, Economic and European Integration Section	Libre / vacant

*Indicative list which may be completed by additional posts with equivalent profiles for Delegations in the same region or for another region*

*Listes indicatives susceptibles d'être complétées dans des profils équivalents par des postes additionnels pour des Délégations dans les mêmes régions ou pour d'autres régions.*

## END/SNE – JOB DESCRIPTION

### Job Framework

Job Title: END/SNE – (POL)

Job Location: EU Office in Kosovo

Job Number: new post

Area of activity: Political, Economic and European Integration Section

Category: AD

Duration of secondment: 2 years (extension possible up to 4 years)

### Job Content

Overall purpose: under the supervision of Head of Section, contribute to

- communicating EU policy and programmatic work in a strategic, effective, efficient and visible way, so that the work of the EU is made well-known, understood and supported by Kosovo policy makers, business community, civil society, media and general public. Perform other duties as requested by the Head of Section.

### Functions and Duties:

#### **External Communication**

##### **Duties:**

- Contribute to translating EU strategic priorities in Kosovo into communication priorities, ensuring full synergy between policy and programmatic work
- Contribute to developing and implementing comprehensive public awareness campaigns on the priorities of the EU in Kosovo, help design communication strategies and action plans with key messages, objectives and tools to shape EU in Kosovo public communication strategically and effectively
- Help devise strategies and tools to ensure the understanding that the IPA support, coupled with the implementation of the SAA and the related tools (ERA, ERP, etc.), is one of the strongest EU instruments of positive perception among the people of Kosovo
- Under the supervision of the Head of Section, maintain regular communication with Headquarters, as well as formal and informal contacts with political, media and lobbying milieu, relevant international and national institutions, civil society, representatives of EU Member States, international organisations, EU funded projects, donors and other relevant stakeholders

## **Information, Communication, Publication**

### **Duties:**

- Coordinate closely with national and international stakeholders and partners to ensure maximum communication benefits for the EU in Kosovo, including in multiple donor projects, under the guidance of the Head of Section
- Coordinate and participate in communication activities of the EU Office, including arrangements for public events, preparation of publications, production of digital media content and documentation centre
- Participate in public events/seminars on behalf of the EU, as requested
- Under the supervision of the Head of Section, coordinate with headquarters and Member States on communication-related issues

## **Sectoral Reporting to Headquarters**

### **Duties:**

- Help ensure that the communication of EU priorities in Kosovo is internally streamlined in a strategic way, with communication being part of all stages of internal planning: at the sector, programme and project level
- Under the direction of the Head of Section, interact regularly with relevant colleagues dealing with policy and programmatic work to give guidance on communication aspects of policies, programmes, projects and activities, ensuring that communication is part of strategic planning from the onset
- Help maintain overall coordination of the communication component of EU projects, through working with project managers and implementing partners
- Under the supervision of the Head of Section, monitor, analyse and report regularly to the Head of Office, relevant Office staff, and the Headquarters on the communication aspects of EU Office priorities
- Provide inputs to preparation of briefing notes, reports, strategy papers, programmes, in support of other sections and in coordination with beneficiaries, HQ services and other stakeholders as requested

## **Financial and Contractual Management**

### **Duties:**

- Contribute to implementing, managing and monitoring public awareness campaigns

### **Job Requirements**

**Education and Training:** University degree in communication, international relations, social science or a related field (Master's degree or equivalent will be an asset)

**Knowledge and Experience:** Five years of professional experience in communication, international relations or related field. Strong experience with public awareness campaign management and experience with communicating EU agenda in the enlargement area. Good understanding and/or experience with the Kosovo media scene. Excellent knowledge of the EU. Excellent familiarity with social media tools.

### **Skills**

**Linguistic skills:** Excellent command over spoken & written English

**Communication skills:** Ability to establish and maintain effective communication with peers, subordinates and superiors

**Interpersonal skills:** Capacity to manage a variety of tasks with minimal supervision. Good diplomatic skills and manners. Ability to work in a team.

**Intellectual skills:** Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Fully computer literate.

**Management skills:**

### **Personal Qualities**

Good organisational and coordination capacity; Flexibility to work under pressure and outside regular working hours and to respond quickly to new demands; High degree of responsibility and confidentiality