



## ANNEX 1- Call for Contributions

<b>Organisation:</b>	European Union Special Representative in Kosovo
<b>Job Location:</b>	Kosovo
<b>Availability:</b>	ASAP
<b>Contract Regime:</b>	Seconded/Contracted
<b>Job Titles/Vacancy Notice:</b>	<ul style="list-style-type: none"> <li>Legal Adviser (VN 004/2018) - 1 position (Pristina) Seconded/Contracted – Expert Level- Re-advertisement</li> </ul>
<b>Deadline for applications:</b>	Deadline for submitting applications is <b>27 February 2019<sup>1</sup></b>
<b>Email address to send the Job Application Form/CV:</b>	<p><b>For seconded candidates:</b></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;"><a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></p> <p><b>For contracted candidates:</b></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;"><a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></p> <p><b>General aspects for seconded and contracted candidates:</b></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>

<sup>1</sup> Please note that applicants who have already applied during the period between 12/12/2018 and 21/01/2019 do not need to re-apply

<p><b>Information:</b></p>	<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: + 383 38 28 36 02</p> <p style="text-align: center;">Syzana Selimi (Ms) – EUSR in Kosovo Support Team Tel: + 383 38 28 36 03</p> <p style="text-align: center;">email: <a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></p> <p>For updates on this position and other EUSR positions please check our website <a href="https://eeas.europa.eu/delegations/kosovo/45895/local-agent-position-project-officer---eu-policies_en">https://eeas.europa.eu/delegations/kosovo/45895/local-agent-position-project-officer---eu-policies_en</a></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.

Documents supporting educational qualifications and work experience, if issued in another language, should be accompanied by certified translations of the original documents in English language in accordance with the article VI.1.2. of the Guidelines on the main principles of classification of posts and grading of international contracted staff.

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 position with the EUSR Support Team in Kosovo, according to the described requirements and profile:

#### I. GENERAL CONDITIONS

**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. Candidates 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 candidates shall carry out their duties and act in the interest of the EUSR.

**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 and usual environment.

**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.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## II. REQUIREMENTS

### II.A Essential Requirements

The following are essential requirements in respect of international experts to the EUSR in Kosovo for all Job Descriptions:

#### 1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EFQ), or equivalent, at a level specified in the individual job descriptions.

#### 2. Knowledge

The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP)<sup>2</sup>, including the Common Security and Defence Policy.(CSDP).

#### 3. Skills and abilities

**Language Skills** – The candidates must be fully fluent in written and oral English language.

**Communication and Interpersonal Skills**- The candidates must have excellent interpersonal and communications skills, both written and oral.

**Organizational skills**- The candidates must have excellent organizational skills with the ability to prioritise work to meet tight deadlines, and a concern for order and accuracy.

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

**Driving Skills** – 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 4wheel drive vehicles.

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

### II.B Desirable Requirements

**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.

Language- Some proficiency in local language(s), depending on the job tasks and responsibilities.

## III. Essential Documents and Requirements for the Selected Candidates

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

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<sup>2</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

**Visas** – Contributing States and selected candidate 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.

Education diploma(s)/certificates or/and professional certificate(s)- The selected international candidates must have and present to the Mission the University diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

**Personnel Security Clearance (PSC)** – The selected candidate will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description.

**Medical Certificate** – The selected candidates should undergo a 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.

*Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.*

#### **IV. 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** – Candidates applying for the contracted positions as well as Contributing States and European Institutions will be informed about the outcome of the selection process after its completion.

**Data Protection** – The EUSR Office processes personal data pursuant to The European Data Protection Regulation (EU) 2016/679

**Job Description** – The current reporting lines of the following job descriptions might be subject to modification based on the operational requirements.

## V. Job Descriptions

### Legal Adviser Seconded/Contracted Expert Level

The European Union Special Representative in Kosovo (EUSR) is mandated, *inter alia*, to promote 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 shall assist in all legislative issues of the EUSR Rule of Law and Legal Section. S/he shall also deal with reporting.

Given the political context within which the EUSR operates, Legal Adviser shall 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 and Legal Section and under overall supervision of the EUSR, the Legal Adviser shall, 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 (see above), 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, 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 the Rule of Law and Legal Section reporting activities, including compilation, editing and submission of periodic reports;
- 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, justice reform, anti-corruption, human rights, gender rights, elections and/or any other relevant related field;
- Excellent legislation drafting and reviewing skills, including EU Law approximation and legislation harmonisation;
- 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.
- Personnel Security Clearance at the level EU Secret is required for this position.