

## EEAS Vacancy Notice

### CO-FINANCED Seconded National Expert

#### European Office in Kosovo

#### AD level post

**Job No 301348**

#### **We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

#### **We propose:**

The position of Seconded National Expert (policy officer- Rule of Law) at the **EU Office in Kosovo** as a "co-financed" secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate and specific allowances to be paid by the EEAS.

Overall purpose: Under the direct supervision of the Head of Section and/or Head of Office (HoO), to monitor, mentor and advise the Kosovo Prosecutorial Council and its bodies on a strategic policy level with regard to the best fulfilment of its tasks and competencies, such as ensuring an independent, professional and impartial prosecution system, overseeing the administration of the prosecution offices and its personnel, recruitment and promotion of prosecutors, including disciplinary matters, and training of prosecutors. To assist the Head of Section in co-ordinating the sub-section's activities, where required.

#### **We are looking for:**

The European External Action Service (EEAS) is seeking a highly motivated colleague (SNE) to occupy the post of Seconded National Expert (SNE) to the **EU Office of Kosovo**

The expert will assist / contribute:

- To monitor, mentor and advise the Kosovo Prosecutorial Council and its bodies on a strategic policy level;
- To provide strategic and policy advice in relation to the management of the prosecution offices;
- To conduct specific thematic inspections and performance assessment tasks in support of the efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To monitor and analyse the political situation in Kosovo, in particular in relation to the rule of law and the prosecution system;
- To contribute to formulation of the country specific strategy in the rule of law and related issues. Coordinate and liaise with the colleagues of the political section of the EU Office and European Union Special Representative, and with the task managers of the cooperation section managing projects in the rule of law area;
- To undertake any other related tasks as requested by the Head of Section.
- To identify best practice and lessons learned within the field of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To contribute in his/her field of expertise to the EU Office mandate implementation by monitoring, mentoring and advising the Kosovo Prosecutorial Council at a strategic policy level;
- To liaise closely with the EU funded projects in the area of support to the Kosovo Prosecutorial Council;
- To liaise, as appropriate, with other external stakeholders;
- To provide expert contribution to the work of the Legislative Review Mechanism with a view of helping establishing the EU-wide coordinated position on any legislative initiative by the government of interest for the EU (including by-laws).

## Legal basis:

This vacancy is to be filled in accordance with EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy Decision HR DEC (2014)01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

## Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that they will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

## Selection criteria:

Candidates should:

- **Professional knowledge**
  - A minimum of 8 years of relevant professional experience after having fulfilled the educational requirements; Experience in the field of the administration of justice and/or management of prosecution offices; -- International experience, particularly in crisis areas with multi-national and international organisations;
  - Knowledge of EU institutions, related decision processes, EU external action and related EU external policies (geographic and thematic), of geographic area in question and relevant regional integration processes
- **Skills**
  - Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
  - Be a team worker and have good coordination and communication skills
  - Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
  - Track record in change management.
- **Languages**

Thorough knowledge (capacity to write and speak) in English is required. Knowledge of German and/or French is an advantage. Knowledge of the (official/working) language of the host country (or of the region) is an advantage.

<sup>1</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

## Personal Qualities

- Dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict areas
- **Equal opportunities**
- The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service that is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.
- Candidates with disabilities are invited to contact ([SNE-Delegations@eeas.europa.eu](mailto:SNE-Delegations@eeas.europa.eu)) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.
- **Conditions of secondment**

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period up to two years, renewable up to 4 years.

Co-financed SNEs shall be entitled to a:

- daily allowance (144.31€/ calendar day) throughout the period of secondment
- monthly allowance calculated according to the distance between the point of origin of the employer and the place of secondment (between 0 to 814.28 €/month)
- Living Condition Allowance : Kosovo 20%

The EEAS will cover for certain security costs and missions costs incurred by the SNE posted in the EU Delegation. Other costs such as removal costs, salary, insurance, accommodation, schooling, etc. shall not be covered by the EEAS.

**Vacant available from: 16/09/2021**

For further information, please contact: <a href="mailto:SNE-DELEGATIONS@eeas.europa.eu">SNE-DELEGATIONS@eeas.europa.eu</a>
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