

# ANNEX 1- Call for Contributions

|  |  |
| --- | --- |
| **Organisation:** | European Union Special Representative in Kosovo (EUSR) |
| **Job Location:** | Pristina, Kosovo |
| **Availability:** | ASAP |
| **Contract Regime:** | **Seconded** |
| **Job Titles/Vacancy Notice:** | * **Senior Political Adviser/Deputy Head of Political Section (VN 001/2025)**   **Seconded– Expert Level**  1 position (Pristina)   * **Head of Communication Section/Spokesperson (VN 002/2025)**   **Seconded– Expert Level**  1 position (Pristina)   * **Adviser Strategy/Coordination/Planning (VN 003/2025)**   **Seconded - Mission support management level (MSML)**  1 position (Pristina) |
| **Deadline:** | **23 April 2025 at 23:59 hours**  (Brussels time) |
| **Email address to send the Job Application Form/CV:** | **For seconded candidates:**    Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized National Authorities and EU Institutions will be considered as seconded. National Authorities and EU Institutions nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email address:  recruitment@eusrinkosovo.eu    **General aspects for seconded candidates:**    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. |
| **Information:** | For more information, related to the selection and recruitment, please contact:  Syzana Selimi (Ms) – EUSR in Kosovo Support Team  Tel: + 383 49 787 938  email: recruitment@eusrinkosovo.eu |

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States and EU I institutions 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).

The EEAS, Western Balkans Division, requests EU Member States and European Institutions to second experts 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.*

**REQUIREMENTS**

**II.A Essential Requirements**

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

**Education and Training**

The candidates should have a recognized academic qualification under the European Qualifications Framework (EFQ)[[1]](#footnote-1), or equivalent, at a level specified in the individual job descriptions.

**Knowledge**

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

1. **Skills and abilities**

**Language Skills** – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

**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 Western Balkans/Kosovo area - civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive any 4x4 wheel 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.

**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 Western 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)** – For this position, Personal Security Clearance at EU Secret level is mandatory. Possession of valid PSC at EU Secret level, EU Confidential level, NATO secret level, or equivalent national PSC when applying would be considered as advantage.

**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. Candidates should be selected on the basis of relevant competence and experience.

**Information on the Outcome** –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 Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

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

**V. JOB DESCRIPTIONS**

**Senior Political Adviser/Deputy Head of Political Section (VN 001/2025)**

Seconded (Expert Level)- Pristina

The Kosovo-based Senior Political Adviser/Deputy Head of Political Section will be part of the Political Section in the office of the European Union Special Representative in Kosovo (EUSR). S/he will liaise closely with relevant staff from EUSR, EU Office in Pristina, the EULEX-mission, the team of the EUSR Dialogue in Kosovo and with local authorities in Kosovo in finding workable solutions to existing challenges. S/he will also undertake close liaison and cooperation with other international and local stakeholders, as necessary.

The Senior Political Adviser/Deputy Head of Political Section will perform his/her tasks under the overall supervision of the EUSR and direct supervision of the Head of Political Section/Chief Political Adviser.

**1. Main tasks and responsibilities**

* Advise the EUSR and the management on issues pertaining to Kosovo’s foreign policy and regional cooperation. Draft reports and provide analysis on relevant developments.
* Analyse possible implications of emerging issues and make recommendations on possible measures.
* Coordinate joint reports with inputs from relevant sections within the EUSR Office and the EU Office.
* Act as a focal point for the Ministry of Foreign Affairs within the EUSR Office and the EU Office.
* Liaise with EU institutions and offices, missions, and international partners as well as local and regional actors and organisations in Pristina with a view of ensuring clear communication and broad consultative and inclusive process among actors involved.
* Draft and contribute to briefings, defensive lines and talking points for the EUSR and the management of the organisation.
* Deputise the Head of Political Section/Chief Political Adviser whenever needed.
* Perform coordination and management tasks upon instructions from the Head of Political Section/Chief Political Adviser.
* Represent the EUSR Office in formal and informal occasions, as requested by the EUSR or supervisor.
* Accompany the EUSR and the management of the organisation to meetings, as requested by the EUSR or supervisor.
* Perform any other necessary tasks as assigned by the EUSR or the supervisor, as appropriate.

**2. Qualifications and Experience**

**Essential:**

* University degree in Law, Political Sciences, International Relations, Public or Business Administration/Management or another relevant field;
* At least 8 years of professional experience, of which a minimum of 5 should be at a high professional level, preferably in the international context;
* At least 2 years of managerial experience;
* Proven track record in a political advising capacity an international mission or bilateral Embassy;
* Proven experience in programme and project management/ implementation, preferably in the EU context;
* Good knowledge of the European Union’s policies and institutions, particularly CFSP, including ESDP, and enlargement policies;
* Knowledge of the region, its history and culture, the social and administrative structures in Kosovo and overall political situation;
* Excellent drafting skills;
* Excellent organisational, analytical, and problem-solving skills;
* Excellent interpersonal and communications skills;
* Proven negotiation skills;
* Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule;
* Ability to work independently but also as part of a team;
* Be in possession of a valid - including Western Balkans/Kosovo area - civilian driver licence for motor vehicles (Category B or equivalent);
* For this position Personal Security Clearance at EU Secret level (*see article III. Essential documents and requirements for the selected candidates of Annex 1).*

**Desirable:**

* Experience in legal practice and legal drafting desirable.
* International experience, particularly in crisis areas with multinational and international organisations desirable.
* Knowledge of a local language desirable.

**Head of Communication Section/Spokesperson (VN 002/2025)**

Seconded (Expert level) – Pristina

The Head of Communication Section/Spokesperson will be responsible for the overall strategic conception and implementation of communication of the EUSR Office in Kosovo. S/he will ensure the visibility of the EU in Kosovo and coordinate the public communication strategy of the EU in Kosovo, including by working closely with the EUSR for the Belgrade-Pristina Dialogue and EULEX Kosovo through a whole-of-EU approach. S/he will be in charge of strategic communication, media relations, public relations, digital communication, internal communication, crisis communication, and combating disinformation.

S/he will also articulate EUSR political decisions into communication messages and mainstream them into the most appropriate channels, thus contributing to generating positive visibility in Kosovo media for the European Union. In order to do that, s/he will develop, with the input of all relevant colleagues, an annual communications strategy in line with EEAS global communications guidelines and according to the specific needs of the local and regional media scene.

S/he will define and monitor media activities, including maintaining contacts with the media and providing information concerning the EU in general and EUSR activities in particular to national, regional, specialized and international media as well as rapid response to their inquiries. S/he will coordinate, guide and supervise the EUSR Communication Section.

S/he will also coordinate the communication activities with other sections of the office in order to obtain necessary synergy between operational, political and communication activities.

The Head of Communication Section/Spokesperson will have, under the guidance of the EUSR, the following tasks:

1. **Main tasks and responsibilities:**

* To prepare, lead and coordinate all communication activities of the EUSR and EU Office ensuring a coherent communication approach while respecting the different administrative procedures of each organization.
* To act as the EUSR/EUOK main spokesperson and communicate the work of both EUSR and EUOK to the public;
* To coordinate and align the communication activities of the EU MS, EUSR DWB and EULEX (EU Family).
* To advise EUSR on overall communication and on managing the EUSR reputation.
* To chair the Core Communication Group meetings with participation and input from EUSR and EUOK units.
* To help EUSR prepare for media opportunities and public events, develop messages to deliver to the different target audiences and make suggestions to keep the EUSR on the cutting edge of communication with the stakeholders.
* To draft speeches and other public appearances of the EUSR, if requested by the EUSR Section Heads.
* To establish and maintain contacts with local media, monitor replies to their enquiries and conceive press and public events.
* To manage the work of the EUSR Communication Section to ensure adequate response and adjustment to communication challenges the EUSR is faced with.
* To advice on the overall quality and accuracy of press releases, letters and background notes.
* To manage appropriate media contacts for the EUSR and for visiting representatives or officials of the EU institutions, including preparing briefings, profiles, reports on sensitive issues in the country, organizing interviews, press conferences etc.
* To ensure proper monitoring and follow-up of EU-related coverage in the local media.
* To advice on the possible media-presence of the EUSR in the international press.
* To conceive strategic approach regarding the online presence and social media communication of the EUSR Office.
* To establish and maintain close contacts with opinion-makers, universities, private and public cultural bodies and opinion forming groups.
* To monitor developments related to Foreign Information Manipulation and Interference and suggest courses of action, with the support of the EU Office in Kosovo.
* To monitor and report on developments related to media freedom issues.
* To identify and report on lessons learned and best practices within the respective area of responsibility;
* To contribute and ensure timely reporting on activities within the respective area of responsibility;
* To take account of gender equality and human rights aspects in the execution of tasks;
* To undertake any other related tasks as requested by the Line Manager(s).

1. **Qualifications and experience**

**Essential:**

* Advanced University degree in Journalism, Communication, Political Sciences, Law, International Relations, Social Sciences or related field.
* Minimum of 8 years of professional experience, including 5 years of management experience.
* Very good interpersonal skills.
* Excellent English communication skills, both written and oral, are required.
* Ability to exercise collaborative, sound and effective leadership;
* Ability to manage, mentor and motivate a professionally diversified and multicultural team;
* Ability to establish plan, and review priorities;
* Ability to communicate and engage with senior officials and governmental decision makers;
* Knowledge of formulating and implementing a communication strategy/plan;
* Experience and skills in digital communication;
* Be in possession of a valid - including Western Balkans/Kosovo area - civilian driver licence for motor vehicles (Category B or equivalent);
* For this position Personal Security Clearance at EU Secret level (*see article III. Essential documents and requirements for the selected candidates of Annex 1).*

**Desirable:**

* Deep understanding of the political situation in Kosovo and working experience in the Western Balkans.
* Experience from diplomacy, negotiations and field work in international organizations.
* Knowledge of EU Civilian Crisis Management and previous CFSP/CSDP experience.
* Previous experience in cultural diplomacy.
* Experience running media and outreach campaigns;
* Experience in planning and implementing projects;
* Knowledge of disinformation;
* International experience, particularly in crisis areas with multinational and international organisations.
* Knowledge about the local press and media environment;
* Knowledge of local languages will be an asset.

**Adviser Strategy/Coordination/Planning (VN 003/2025)**

Mission support management level (MSML) Seconded- Pristina

Adviser Strategy/Coordination/Planning reports directly to the EUSR/Head of Office (EUSR/HoO) and Deputy Head of Office/Chief of Staff to the EUSR and takes a leading role in the Executive Office. S/he liaises closely with EUSR and EU Office Sections Heads, the EULEX -mission in Kosovo, the EUSR for Dialogue Team and with local authorities in Kosovo in finding solutions to existing challenges. S/he also undertakes close liaison and cooperation with other international and local stakeholders as necessary.

Adviser Strategy/Coordination/Planning is expected to perform the following tasks:

1. **Main tasks and responsibilities:**

* Serves as focal point for the Executive Office and leads high quality content provision to the EUSR/HoO, facilitates collaboration and consultation, , ensures smooth, timely and clear information flow between the Executive Office and the Sections.
* Facilitates effective internal communication, coordination and collaboration between the Sections under the guidance of the Deputy Head of Office/Chief of Staff, with the overall objective of ensuring policy coherence of the EU in Kosovo
* Contributes to internal mid-term planning processes around EU in Kosovo priorities
* Careful review in consultation with Heads of Sections of the priorities of the EUSR/HoO, incl. their reflection in his/her daily schedule, ensuring at all times that it is well planned, balanced and serviced in terms of background briefs and issues to be covered in the meetings,
* Ensures that all meetings have adequate representation from the substantive sections,
* Attends meetings, coordinates special projects, coordinates activities related to diplomatic protocol,
* Maintains high-quality advice and written products; coordinates, drafts and edits reports, correspondence, briefings and speeches for the EUSR/HoO,as well as minutes from meetings, ensuring completeness of input, coordination and guidance to the drafters;
* Oversees implementation of EUSR/EUOK reporting plan, incl. timely and accurate dissemination to HQ and EU Member States
* Coordinates and facilitates timely follow-up on the EUSR/HoO’s tasking to the sections;
* Contributes towards internal coordination of reporting responsibilities
* Careful review of correspondence drafted for the EUSR/HoOs’s signature to ensure clarity and that the EUSR’s position is clearly reflected,
* Performs any other necessary tasks as assigned by the EUSR/HoO.

1. **Qualifications and Experience**

**Essential**:

* A minimum of a Master degree or equivalent in public administration including international relations, business administration, law, economics, development or related fields;
* At least 5 years of professional experience with an international organization or diplomatic service, of which two in the field;
* Knowledge of the EU system procedures;
* Knowledge of the Western Balkan region, its history and culture, the social and administrative structures in Kosovo and overall political situation;
* Knowledge of diplomatic protocol;
* Excellent organisational, analytical and problem-solving skills;
* Excellent interpersonal and communications skills and ability to work as member of a team;
* Proven negotiation skills;
* Fluent in English, both oral and written.
* Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule;
* Be in possession of a valid - including Western Balkans/Kosovo area - civilian driver licence for motor vehicles (Category B or equivalent);
* For this position Personal Security Clearance at EU Secret level (*see article III. Essential documents and requirements for the selected candidates of Annex 1).*

**Desirable:**

* Experience in working as Special Assistant desirable;
* Experience in crisis prevention and recovery situations, an asset;
* Working knowledge of a local language is an asset.

1. <https://ec.europa.eu/ploteus/content/descriptors-page> [↑](#footnote-ref-1)