



POL.EURCA.WEST.2

Brussels, 3 March 2026

TO: PSC AMBASSADORS

SUBJECT: Call for Contributions for the Office of the EUSR for the Belgrade-Pristina Dialogue

ANNEXES: TERMS OF REFERENCE SECONDED EXPERT

- 1) 1 SECONDED – POLITICAL ADVISER, BELGRADE
- 2) 1 SECONDED – POLITICAL ADVISER, PRISTINA

Dear Ambassadors,

A. BACKGROUND

COUNCIL DECISION (CFSP) 2026/354 on 11th February 2026 provides for the staffing resource of the EUSR for the Belgrade-Pristina Dialogue.

B. AIM

The aim of this call for contributions is to select two highly qualified international seconded experts for the following positions:

- 1) **SECONDED** – Political Adviser, Belgrade
- 2) **SECONDED** - Political Adviser, Pristina

The Terms of References for the afore-mentioned posts are attached in Annex 1.

The duration of the deployment necessarily follows the relevant mandate duration of the EUSR.

In case of secondment, the remuneration of personnel seconded by a Member State or an Institution of the European Union to the EUSR shall be covered by the Member State or the Institution of the European Union concerned respectively and in accordance with the prevailing conditions applied to the CFSP budget. In accordance with the prevailing Council Decision and Budgetary Impact Statement, the EUSR budget will cover a daily per diem payment directly to the candidate, the cost of official duty trips undertaken during the mission; high risk insurance; and liability insurance.

C. METHODOLOGY

1. Member States and Institutions of the European Union, as well as interested candidates, are requested to examine the profile and job description and ensure that:
 - a) the personal profile of the proposed candidate meets the listed criteria described in the job descriptions (**Annex 1**);
 - b) each candidate completes the standard job application form in English (**Annex 2**).
2. Candidates proposed for secondment and candidates interested in contract regime should satisfy



in full the criteria set out in the job description. The main criteria for suitability for posts are professional and specific skills and experience. The aim is to select the best qualified candidate.

3. Applications (Annex 2) should be submitted at the earliest convenience, **but not later than 17:00 o'clock on 16th March 2026.**
4. Member States, EU Institutions and interested candidates should submit their personnel offers / applications, using the Annex 2 form to the following email addresses:

European External Action Service/Western Balkans Division

Emails: alexis.hupin@eeas.europa.eu
POL-EURCA-WEST-2@eeas.europa.eu

Mr. Alexis Hupin
Western Balkans Division

EUSR for the Belgrade-Pristina Dialogue

Emails: Katharina.kandt@ext.eeas.europa.eu
EUSR-DWB@eeas.europa.eu

Ms. Katharina Kandt
EUSR Dialogue
Phone: +32 (0) 2584 1186

- c) The selection procedure will take place immediately following reception of proposals.
- d) Nominations for seconded candidates will be considered only if received through official channels from Member States and Institutions of the European Union.
- e) The candidates considered to be most suitable will be short-listed and interviewed in Brussels or by VTC/phone.
- f) The European External Action Service will be responsible for notifying Member States and EU Institutions of the outcome of the selection process.

D. GENERAL INFORMATION

1. All selected personnel should undergo an extensive medical examination, appropriate vaccinations and be certified medically fit for mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded and contracted international experts.
2. The selected candidate will have to be in possession of the necessary level of security clearance (**EU SECRET** or equivalent). The original certificate of the national security clearance must accompany deployed seconded international experts.
3. The EU strives to improve gender balance in conformity with UNSCR 1325. Member States and European Institutions are encouraged to take this into account when offering contributions.
4. Member States offering to second personnel to an EUSR office are kindly reminded that European Commission rules for Special Advisers specify that the concerned Special Adviser/EUSR is solely responsible for the management of seconded personnel, and that seconding Member States are therefore requested not to instruct seconded personnel to undertake any activity on their behalf for the duration of secondment. Secondees will be required to sign a corresponding 'undertaking' to this effect upon taking up their positions. European Commission rules for Special Advisers also



require a certification by Member States who second personnel to an EUSR office that the seconded staff will remain subject throughout the period of secondment to the social security legislation applicable and that the employer will assume expenses incurred abroad.

5. Any further information required related to the selection of the international seconded or contracted experts may be obtained from the European External Action Service, by contacting:

European External Action Service/Western Balkans Division

Emails: alexis.hupin@eeas.europa.eu
POL-EURCA-WEST-2@eeas.europa.eu

EUSR for the Belgrade-Pristina Dialogue

Emails: Katharina.kandt@ext.eeas.europa.eu
EUSR-DWB@eeas.europa.eu

Phone: +32 (0) 2584 1186

Yours sincerely,

Anne Kemppainen

[e-signed]

Acting Head of Division

