

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX I

FIRST EXTRAORDINARY CALL FOR CONTRIBUTIONS 2014 FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO).

ADVERTISEMENT FOR SECONDED/CONTRACTED STAFF MEMBERS

Guidelines for Application and Basic Requirements

Organisation:	EULEX KOSOVO					
Job Location:	Western Balkans Region (Kosovo)					
Staff Regime:	Seconded by contributing States or Seconded by an EU Institution / Contracted* Employment regime is indicated in each job description					
Job Titles/Vacancy Notice:	Please refer to the job descriptions					
Deadline for applications:	10 February 2014 (17h00 Brussels time)					
Job Titles/Vacancy Notice:	<u>Seconded/Contracted</u>					
	<i>Ref.</i>	<i>Name of the post</i>	<i>Pending*</i>	<i>Confirmed Vacancies</i>	<i>Total Vacancies</i>	<i>Available on</i>
	EK 10048	Programme Manager (Division Level)	0	1	1	ASAP
	EK 10277	Special Assistant to Head of Strengthening Division	0	1	1	ASAP
	EK 10385	Verification Officer	1	1	2	ASAP
	EK 10405	Chief HR Planning and Recruitment	0	1	1	ASAP
	EK 10406	Human Resources Officer (HR Planning and Recruitment)	0	1	1	ASAP
How to apply:	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex II), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded.</p>					

* International staff contracted by the Head of Mission

* Pending the approval of the planning documents or the tour of duty extension

	<p>National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex II to the following email only, and not any other addresses:</p> <p>Civilian Planning & Conduct Capability (CPCC) E-mail: cpcc-kosovoforgen@consilium.europa.eu</p> <p>For contracted candidates:</p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use exclusively the online application form, posted in http://InternationalRecruitment.eulex-kosovo.eu No applications using the Annex II will be accepted. Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt. Only one application form per candidate will be accepted</p> <p>General aspects:</p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority. No further documentation besides the standard application form is necessary.</p>
Information:	<p>Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or from the following contacts:</p> <p>For questions from national authorities:</p> <p>EULEX KOSOVO Attn. Ms. Antigone Marana Tel: +32 (0)2 584 ext. 2630 Antigone.MARANA@ext.eeas.europa.eu</p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources Tel: +381 38 78 ext. 8878, 6846, 6337 HumanResources@eulex-kosovo.eu</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Contributing States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Tour of Duty/Contract Period – Subject to the adoption of a Council Decision approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months. Regardless of the above, the continuation of any tour of duty/contract extending beyond 14 June 2014 (the end of the current mandate) is entirely dependent on the requirements after the end of the existing mandate. Pending the conclusions of the Strategic Review, a number of the advertised vacancies might have to be withdrawn.

The Civilian Planning and Conduct Capability, CPCC, requests that contributing States propose candidates for the following international staff positions for EULEX KOSOVO, according to the requirements and profiles described below:

A. Essential requirements

Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) or of a contributing third State¹ and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission. In line with the Head of Mission's intent to increase the footprint in the north and in addition to those advertised positions which explicitly state that the staff member should live in the north, other staff members subsequently deployed to the region after their arrival are expected to be ready to live in the north.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Contributing States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

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

Training – eHest : <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php> or equivalent. Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommended requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy.

¹Canada, Norway, Switzerland, Turkey and United States of America

Knowledge of the Balkans – To have a good knowledge of the history, culture, social and political situation of the region, as well as of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language skills – knowledge of local languages will be an asset.

C. Essential documents for selected candidates

Passport - Contributing States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

Visas –Contributing States and Mission members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, where required. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of personnel security clearance as indicated in the respective job description when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

The level of personnel security clearance required for each position is specified within the individual job description. The security clearance required will be:

- (1) EU security clearance at the designated level; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the EEAS has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a contributing third State with whom the EEAS does not have a full security agreement but an agreement exists relating to the participation/contribution of that third State which expressly addresses the obligations of that country towards the handling of EUCL.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license is required for driving B6 armoured vehicles.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability (CPCC) encourages contributing States and European Institutions to take this into account when offering contributions.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the contributing State will bear any related costs.

Information on the outcome –Contributing States will be informed about the outcome of the selection process after its completion.

**FIRST EXTRAORDINARY CALL FOR CONTRIBUTIONS 2014 FOR THE EUROPEAN
UNION RULE OF LAW MISSION IN KOSOVO, EULEX KOSOVO**

JOB DESCRIPTIONS

Office of the Chief of Staff

Planning, Coordination and Compliance Office

Title: **Programme Manager (Division level) – EK 10048**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management level**

Confirmed Vacancies: 1

The Programme Manager (Division level) reports to the Head of Planning, Coordination and Compliance Office (PCCO).

1. Main tasks and responsibilities

- To assist and advise the Head of PCCO in the Office's contribution at the policy level to the Mission's efforts on mandate implementation in line with the CONOPS and OPLAN and the Mission Implementation Plan (MIP),, including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanism;
- To support, on behalf of the Head of PCCO, Heads of Division in translating the benchmarks and objectives of the MIP into their work;
- To ensure that PCCO initiatives and planning are kept updated, in coordination with the Mission Divisions;
- To monitor and analyse internal and external developments relating to Mission programmes and to fully brief the Head of PCCO and the relevant Head of Division accordingly;
- To compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Kosovo's rule of law structures/activities related to political and social issues;
- In coordination with the Divisions, to study the Kosovo rule of law structures with a view to their professional and operational effectiveness, in accordance with the goals of EULEX Kosovo;
- To analyse and assess the developments and achievements of Mission operational objectives;
- To assist in developing and maintain longitudinal analysis for programme stakeholders to gauge programme impact;
- To assist in developing new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and monitoring mechanisms;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as required by the Head of PCCO.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Project Management, Human Resources, Business Administration or other related university studies, where the normal duration of university education awarded is four (4) years or more and after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Project Management, Human Resources, Business Administration or other related university studies, where the normal duration of university education awarded is three (3) years or more and after having obtained the university degree at least 6 years of relevant and proven full-time professional experience.

Specification of Experience

- Professional experience, in legal, administrative and operational aspects of Programme Management;
- Very good interpersonal and communication skills, both written and oral;
- Excellent editing and drafting skills;
- Proven experience in evaluation and compliance procedures.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Substantial knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organizations, preferably in an CSDP operation;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Sound understanding and proven experience in rule of law procedures, development and institution building;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Special Assistant to the Head of Strengthening Division – EK 10277**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support - Management level**

Vacancies: 1

The Special Assistant reports to the Head of Strengthening Division.

1. Main tasks and responsibilities:

- To assist the Head of Division in operationalizing the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To assist the Head of Division in his/her functions by ensuring a smooth running of the Department, including by following up on taskings independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To this end, to maintain contacts with the different organisational units under the Head of Division as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information;
- To coordinate, as appropriate, with external stakeholders at the appropriate level;
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system;
- To draft documents on behalf of the Head of Division;
- To ensure the proper handling of documentation and files within the office of the Head of Division, including the handling of EUCI;
- To assist the Head of Division with aspects of Mission visibility, e.g. preparing presentations and materials;
- To accompany the Head of Division as required to meetings and events and make necessary preparations as well as minutes taking at meetings and conferences; prepare draft reports and documents for the Division;
- To assist the Head of Division in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as required by the Head of Division.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Political Sciences or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Political Sciences or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience.

Specification of experience

- Experience with Rule of Law institutions;
- Very good interpersonal and communication skills, both written and oral.

Personnel Security Clearance

- To be in a possession Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- 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;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: Verification Officer – EK 10385 Employment regime: Seconded/Contracted Grading category for contracted personnel: Mission Support Staff – Management Level Confirmed vacancies: 1 Pending vacancies:1
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The Verification Officer reports to the Head of Mission Support Department.

1. Main tasks and responsibilities:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, Ex-ante checks put in place by the Authorising Officer responsible for verifying the operational and financial aspects of each operation;
- To control that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations (Financial Regulations, Guide to missions, European Commission's Communication related to the employment of international and local staff etc.);
- To check, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To undertake any other related tasks as required by the Head of Mission Support Department.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Audit, Economics, Finance, Accounting or Banking and Insurance, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

Specification of experience

- Excellent analytical, research and problem-solving skills;
- Excellent drafting skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems.

Personnel Security clearance

- No Personnel Security Clearance is needed.

Advantageous

- Previous experience in EU Institutions;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crises areas with multi-national and international organisations;
- Good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Title: **Chief Human Resources Planning and Recruitment Unit – EK 10405**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Vacancies: **1**

The Chief Human Resources Planning and Recruitment Unit reports to the Head of Human Resources Office.

1. Main tasks and responsibilities:

- To direct, supervise and coordinate the HR Planning and Recruitment Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for initiation, proposing to the Head of Human Resources Office and implementation of relevant Mission internal strategies, policies and procedures fully in line and in support of the Mission's overall strategies and operational needs;
- To ensure a proper planning of human resources fully in line with the Mission's operational needs;
- To ensure timely planning and launching of the Mission's Calls for Contributions/Calls for Applications and a fair, efficient and transparent selection process of staff;
- To ensure efficient deployment and check-out procedures for all staff;
- To provide advice, guidance and support to staff on planning and recruitment related matters;
- To contribute to the timely reporting to the Mission management and the EEAS (CPCC) in the field of planning and recruitment of human resources;
- To coordinate with all other relevant organisational units, in particular within the Human Resources Office, to ensure the necessary human resources support for a smooth running of the Mission;
- To coordinate, as appropriate, with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To advice on required changes and improvements on the functioning of the HR Management Systems in his/her field of responsibility;
- To undertake any other related tasks as required by the Head of Human Resources Office.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Human Resources, Business Administration or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least seven (7) years of relevant and proven full-time professional experience.

Specification of experience

- At least seven (7) years of experience in administrative and operational aspects of human resources, in particularly in planning and recruitment;
- At least three (3) years of management experience;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

Title: **Human Resources Officer (Planning and Recruitment) - EK10406**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support - Management Level**

Vacancies: 1

The Human Resources Officer (Planning and Recruitment) reports to the Chief of HR Planning and Recruitment Unit.

1. Main tasks and responsibilities

- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for seconded eligible staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement. To participate as a member of selection panels as required; to communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To take active part in implementing procedures deriving from staffing reviews, such as internal competitions for retention of staff, internal Calls for Applications, redeployments, etc.;
- To advise and assist staff members concerning the human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To undertake any other related tasks as required by the Chief Human Resources Planning and Recruitment Unit.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Human Resources, Business Administration or equivalent studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience in general human resources administration and particularly planning and recruitment, ideally in an international context;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.