

HEAD OF OFFICE TO KOSOVO
- EU Staff Members – AD 13-14 LEVEL POST
- Candidates from the Member States – AD 13 LEVEL POST

WE ARE

The European Union is currently present in 139 countries and also has 8 delegations to international organisations. In all, more than 1200 officials and 4100 other staff are currently serving in these delegations.

The work of a Delegation varies from country to country but, in general, covers political matters, trade, press and information, aid management and the external aspects of internal EU policies.

The European External Action Service (EEAS) is looking for an individual to fill the post of **Head of Office of the EU in Kosovo**, which will become vacant in the overall context of the rotation exercise for 2016.

The Office is placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

The Head of Office is responsible for management of all staff (EEAS and Commission: 86 staff, of whom 8 are officials/temporary agents) and financial resources (2014 administrative budget of approximately €2.8m and financial co-operation activities, in particular under the Instrument for Pre-Accession).

The key areas of activity of the Office are political issues, crisis management, promotion of EU related reforms, trade and public diplomacy as well as implementation and management of the EU financial assistance portfolio.

WE PROPOSE

The Head of Office of the European Union to Kosovo will assist the High Representative and the Commission in fulfilling their mandates in the field of external relations, and, in particular, will have the following tasks:

- To represent the EU in Kosovo, to ensure the EU Presidency, and to ensure a high degree of consistency between the different areas of the EU's external actions and between these and its other policies;
- To ensure bilateral relations, notably in the political, economic, commercial, security and cooperation fields and to carry out and promote regular political dialogue;
- To pursue the EU's policies and their local coherence in all areas, to promote and protect the EU's interests and values, and to promote the visibility of the EU by carrying out press, information and communication activities;

- To maintain contacts, exchange information and coordinate with Member States represented in Kosovo in the implementation of EU policies and to report regularly to the Headquarters of the EEAS and the Commission as appropriate on all matters covered by his/her mandate and maintain relations with other EU institutions as well as any regional and international organisations in Kosovo;
- To provide advice to the Headquarters of the EEAS and to the Commission as appropriate on policy issues and developments arising within the framework of EU-Kosovo bilateral relations;
- To ensure sound management of the Office, including financial management and correct application of the existing rules concerning the security of individuals (including the families of expatriated staff), goods and property as well as information; manage crises and ensure continuity of Delegation operations, including in the framework of business continuity.

WE ARE LOOKING FOR

ELIGIBILITY CRITERIA: please refer to the "General Rules for the 2016 Rotation of AD posts in the EU Delegations (External Publication)".

SELECTION CRITERIA:

Candidates should:

- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to play a lead role in negotiations in the field of external relations with national authorities, international organisations and Member States;
- have proven experience in management of financial assistance programmes;
- have strong communication and analytical skills combined with sound judgement;
- have excellent knowledge of the external relations, internal policies and functioning of the Union;
- have proven experience in and in-depth knowledge of CFSP and CSDP-related issues;
- have proven experience in and in-depth knowledge of the key areas of activity of the Delegation;
- have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment; and
- have good knowledge and/or experience in budgetary and financial management.

Furthermore,

- experience in working in a Delegation or an Embassy (or equivalent in an international organisation);
- good knowledge of the region as a whole;
- experience in managing crisis situations; and
- knowledge of locally spoken languages

would be strong assets.

APPLICATION AND SELECTION PROCEDURE

Please refer to the "General Rules for the 2016 Rotation of AD posts in the EU Delegations (External Publication)".

CONDITIONS OF EMPLOYMENT AND RECRUITMENT

Please refer to the "General Rules for the 2016 Rotation of AD posts in the EU Delegations (External Publication)".

PLACE OF EMPLOYMENT

KOSOVO; Pristina

JOB AVAILABLE FROM

1 September 2016