Call for Contributions and Advertisement for Staff Members

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| **Organisation:** | European Union Special Representative in Kosovo |
| **Job Location:** | Kosovo  |

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| **Availability:** | 01 November 2015 for Senior Adviser on Political AffairsAs soon as possible for Legal Officer (dealing with the Legislative Review Mechanism) |
| **Contract Regime:** | Seconded and Seconded/Contracted  |
| **Job Titles/Vacancy Notice:** | * Senior Adviser on Political Affairs (VN 006/2015) - 1 position (Pristina)

Seconded - Expert level * Legal Officer (dealing with the Legislative Review Mechanism)

(VN 007/2015) - 1 position (Pristina)Seconded/Contracted - Expert level  |
| **Deadline for applications:** | **02 October 2015** |
| **Email address to send the Job Application Form/CV:** | recruitment@eusrinkosovo.eu |
| **Information:** | For more information related to the selection and recruitment, please contact the European External Action Service, or the EUSR: Ms Aida ZUNIC – EUSR in Kosovo Support Team Tel: + 381 38 51 31 602 (email: recruitment@eusrinkosovo.eu), |

The EEAS, Western Balkans Division, requests EU Member States and European Institutions to second experts or support the advertisement for contract regime to the available positions with the EUSR Support Team in Kosovo, according to the described requirements and profiles:

**A. Essential Requirements**

**Citizenship –** Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

**Integrity –** The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the EUSR Support Team. Participants 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 participants shall carry out their duties and act in the interest of the EUSR.

**Knowledge of the EU Institutions** – Knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the Common Security and Defence Policy.

**Knowledge of the Western Balkans** – Very good knowledge of the history, culture, social and political situation of the Western Balkans, in particular through field experience in a multilateral working environment.

**Negotiation Skills** – Must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility** **and adaptability** – Ability to work in arduous conditions with a limited network of support. Must be able to cope with possible extended separation from family. Ability to work as a team player with excellent interpersonal and communication skills.

**Physical and mental health** – 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.

**Ability to communicate effectively in English and other languages** – Must be fullyfluentin written and oral English language.

**Computer Skills** – Skills in word processing and spreadsheets are essential. Knowledge of other IT tools will be an asset.

**B. Essential Documents and Requirements for the Selected Candidates**

**Passport** – Possession of a valid diplomatic or service passport from the respective national authorities for seconded participants is optional.

**Visas** – EUSR support members must ensure that any necessary visas are obtained for entry into the Kosovo area 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 Balkans/Kosovo area.

**Security Clearance –** Selected candidatesshould have or obtain a national security clearance "EU SECRET" level or equivalent.

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

**Medical Certificate –** To be in possession of a valid certificate declaring fit to participate in the context of EUSR support team activities.

**Driver Licence** – Be in possession of a valid - including Balkans/Kosovo area - civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive any 4 wheel drive vehicles.

**C. Job Descriptions**

**Senior Adviser on Political Affairs – Seconded, Expert level**

**(Reference VN 005/2015)**

The Senior Adviser on Political Affairs will be responsible for advocating, facilitating and reporting on the implementation of EU political objectives. S/he will coordinate the work of relevant members of the EUSR Support Team to provide the EUSR with consolidated policy advice, based on the inputs from EUSR Support Team. S/he will liaise and coordinate with the EU Office in Kosovo.

1. **Main tasks and responsibilities**
* To coordinate the work of relevant members of the EUSR Support Team, to provide the EUSR with consolidated policy advice;
* To support the EUSR in addressing mandate priorities and advise how to tackle specific political and policy issues which may arise;
* To prepare, participate in and report on EUSR missions, as appropriate;
* To keep contacts with government officials, parties' representatives, other political actors and civil society representatives at the appropriate level;
* To liaise and coordinate with EULEX, contributing to providing local political guidance to the Mission;
* To liaise and coordinate with other international presences in Kosovo, in particular with KFOR and on security matters;
* To supervise reporting on local political developments as well on EUSR mandate implementation;
* If necessary, to act as approving officer for EUSR related expenditures and for procurement and contractual related matters;
* To undertake any other task as required.
1. **Job requirements**
* Advanced University Degree in Political Sciences, International Relations, Diplomacy, Social Sciences or related field.
* A minimum of 5 years of experience in a similar position and previous progressively responsible experience with more than 8 years overall professional experience.
* International experience, particularly in crisis areas with multi-national and international organisations, ideally in a political advisory capacity.
* Knowledge of EU Civilian Crisis Management and previous CFSP/CSDP experience desirable.
* Experience in matters relating to the Balkans, particularly with Kosovo. Knowledge of the languages, history, culture and the political, social and administrative structures of Kosovo is an advantage.
* To be in possession of a security clearance at the level EU Secret.

**Legal Officer (dealing with Legislative Review Mechanism)**

**Seconded/Contracted, Expert level**

**(Reference VN 006/2015)**

The European Union Special Representative in Kosovo (EUSR) is mandated, *inter alia*, to promote a Kosovo that is committed to the Rule of Law, to assist and facilitate Kosovo's progress on European priorities, and to ensure consistency and coherence of Union action in Kosovo.

To assist the EUSR pursue these objectives, the Legal Officer dealing with the Legislative Review Mechanism will manage and coordinate the legislative expertise work of the EUSR Rule of Law and Legal Section.

Given the political context within which the EUSR operates, the Legal Officer dealing with the Legislative Review Mechanism will have to demonstrate a combination of attributes including appropriate technical knowledge and legal acumen, ideally within a Kosovo or wider south Eastern European jurisdiction.

Under the guidance of the Head of the Rule of Law and Legal Section and under overall supervision of the EUSR, the Legal Officer dealing with the Legislative Review Mechanism (LRM) will, in accordance with the EUSR mandate, be expected to perform the following tasks:

1. **Main tasks and responsibilities**
* To contribute in his/her field of expertise, to the implementation of EUSR’s mandate;
* To chair the Legislative Review Mechanism (LRM);
* To be responsible on behalf of the LRM on reviewing and advising on legislation and strategic documents to all relevant counterparts at the Ministries of Justice and Interior, the Office of the Prime Minister, as well as with other EU offices and institutions including the EULEX Rule of Law Mission, the European Commission, the Organisation for Security and Cooperation in Europe, the Council of Europe and other international offices and assistance agencies operating in Kosovo;
* To provide legal opinions on and to participate in legal counselling on legislation and strategic documents the Government of Kosovo places under drafting process;
* To ensure timely and accurate reporting and information flow of the EUSR;
* To develop and maintain contacts with all relevant international and local counterparts mentioned above and
* To undertake any other related tasks as requested by the Head of the EUSR Rule of Law and Legal Section and the EUSR.
1. **Job requirements**
* Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more;
* At least eight (8) years working experience, of which a minimum of five (5) should be at a high professional level, preferably in the international context;
* Experience in the analysis on legislation and draft legislation in civil and criminal matters;
* Sound knowledge of the EU Institutions and European policies, particularly related to the Common Foreign and Security Policy, including the Common Security and Defence Policy;
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo is highly desirable;
* International experience, particularly in crisis areas with multi-national and international organisations is desirable;
* Ability to perform under stress and in difficult circumstances;
* Excellent inter personal and communication skills;
* Excellent organizational and prioritizing skills;
* Very good networking and diplomatic skills;
* Creative and result oriented problem solver, and
* Knowledge of a local language would be an advantage.