



ANNEX 1- Call for Contributions

Organisation:	European Union Special Representative in Kosovo
Job Location:	Kosovo
Availability:	May 2016
Contract Regime:	Seconded/Contracted
Job Titles/Vacancy Notice:	<ul style="list-style-type: none"> Head of Finance and Administration (VN 001/2016) - 1 position (Pristina) Seconded/Contracted - Expert level
Deadline for applications:	24 April 2016
Email address to send the Job Application Form/CV:	recruitment@eusrinkosovo.eu
Information:	<p>For more information related to the selection and recruitment, please contact:</p> <p>Syzana SELIMI (Ms) – EUSR in Kosovo Support Team Tel: + 381 38 51 31 603</p> <p>email: recruitment@eusrinkosovo.eu</p>

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

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 fully fluent in written and oral English language. Knowledge of any of local languages will be an asset.

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 – Contributing States and Mission Members 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 Balkans/Kosovo area.

Security Clearance – Selected candidates should 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

Head of Finance and Administration **Seconded/Contracted- Expert level** **(Reference VN 001/2016)**

Under the direct supervision of the EUSR, the Head of Finance and Administration is responsible for supporting the EUSR in the day-to-day management of the financial, material and human resources entrusted to the EUSR for the implementation of his/her mandate. The Head of Finance and Administration is responsible for implementation and compliance of European Union (EU) and internal financial and administrative policies and regulations by EUSR staff members on behalf of the EUSR.

The Head of Finance and Administration directly manages a small team to provide administrative and logistical support to approximately forty EUSR staff members operating in Kosovo. The Head of Finance and Administration reports directly to the EUSR.

1. Main tasks and responsibilities

- Directing the overall application of European Union (EU) and internal financial and administrative policies and regulations by EUSR staff members on behalf of the EUSR.
- Ensuring timely and appropriate administrative and logistic support required for the smooth running of EUSR programme and the activities necessary for implementation of EUSR's mandate.
- Ensuring the effective management of the funds allocated to the EUSR for implementation of his/her mandate and the best possible use is made of available funds; establishing appropriate controls for the monitoring and reporting on expenditures including efficient database management and the provision of supporting documents.
- Leading the preparation of EUSR's budget proposals including briefings on budget preparation and the preparation and finalization of budget performance reports.
- Managing daily financial operations including cash flow, payments and imprest fund.
- Ensuring implementation of financial accounting system and procedures for EUSR in accordance to the Financial Regulation applicable to the general budget of the Union and its rules of application, and internal guidelines.

- Managing human resources and ensuring proper use of available resources. Managing EUSR recruitment and staff administration processes. Ensuring that correct procedures are carried out as regards pay, benefits, staff reports, etc.
- Monitoring the needs of the Office for goods and services required for smooth functioning of EUSR team and supporting the activities for implementation of the EUSR's mandate (projects) and procuring goods and services in accordance to A Practical Guide - Procurement and Grants for European Union External Actions (PRAG) and internal rules.
- Applying asset and material management policies and standards for the efficient utilization of material resources and provision of necessary logistical support.
- Ensuring proper functioning and maintenance of EUSR IT function, transport, mission travels and all other general service functions.
- Ensuring precise and timely reporting concerning the financial status of the EUSR, budget consumption, staffing, procurement, inventories and analysis of current and future requirements.
- Keeping under review existing policy guidelines in all areas of the finance, administration and human resources and identifying issues that require change and proposing modifications.
- Liaising with representatives of other EU presences in Kosovo in the field of finance and administration, including drafting various memorandums of understanding or technical agreements.
- Supervising the staff and activities of the Finance and Administration Section.
- Performing other related duties as assigned.

2. Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in Public or Business administration, Economics, Finance or a related field, where the normal duration of university education in the country awarded is four (4) years or Bachelor degree combined with master degree. Advanced university degree would be an asset.
- A minimum of 10 years of professional experience after having obtained the university degree, out of which more than 5 years should be at a managerial administrative position (especially Finance, Budget or Human Resources).
- Expert knowledge in public or business administration; knowledge of financial, human resources and material resources management principals and concepts.
- Ability to deal with a complex task; conscientious and efficient in meeting commitments and observing deadlines; capable of identifying and addressing policy issues; presenting analytical findings and making sound and timely decisions based on the objective analysis; capable of producing reports.
- Experience in using financial management procedures and procurement methodology in accordance with European Union rules and regulations highly desirable.
- Ability to plan, coordinate and organize work in a methodical and systematic manner according to the applicable procedures.
- Client orientation; very good communication and negotiation skills.
- Excellent analytical skills; good judgment and initiative.
- Excellent drafting skills
- Full computer literacy. Experience in working with standard financial software systems.
- Relevant field experience with multi-national and international organizations.
- Very good interpersonal skills; demonstrated ability to work in a multicultural environment; capable of leading and gaining assistance of others in a team endeavour.