

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 1-2016 CRT Call for Contributions						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
Job Location:	Western Balkans Region (Kosovo)					
Employment Regime:	Seconded CRT					
Job Titles/Vacancy Notice:		Name of the Post:		Confirmed Vacancies:	Total Vacancies:	Availability:
	<u>Seconded CRT (3)</u>					
		Human Resources Expert		0	3	16 May 2016
Deadline for Applications:	22 April 2016 at 17:00 hours (Brussels time)					
E-mail Addresses to send the Job Application Form to:	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2). It is essential that both the job title AND the corresponding reference number are clearly marked in the form. Only applications submitted by authorised National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) cpcc.crt@eeas.europa.eu</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 style="text-align: center;">Ms Ulla BERGQVIST cpcc.crt@eeas.europa.eu Tel: +32 (0)2 584 8596</p>					

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member 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 the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 3 months with a possibility of extension.

Leave – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP Missions could be used as an indication for a proper holiday arrangement for CRT/EU Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended.

As a rule there is no leave included during CRT deployments. Any leave will be considered as interruption of service, there will be no allowances of any kind paid by the mission during any leave period and all travel costs related to the leave must be borne by the sending Member State or by the expert.

The Civilian Operations Commander requests that Member States propose candidates for the following international short term positions for EULEX KOSOVO, according to the requirements and profiles described below:

A. Essential Requirements

Member 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 an EU Member State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission; they 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; they shall carry out their duties and act in the interest of the Mission.

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

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able 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 Mission.

Physical and Mental Health – The candidates must be 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 EU Member States.

Language Skills¹ – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

¹ [Common European Framework of References for Languages](#)

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

Education – European Qualifications Framework (EQF)².

Driving Licence – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle. Category C driving licence is desirable or as specified in the respective job description.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

B. Recommended Requirements

Knowledge of the EU Institutions – The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Knowledge of the Mission Area – The candidates should have good knowledge of the history, culture, social and political situation of the region as well as of the police, judiciary and governmental structures.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission.

C. Essential Documents and Equipment for Selected Candidates

Passport – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Member States and selected candidates must ensure that visas are obtained for entry into the Mission 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 Mission.

Required Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. Access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the EU Member State. A copy of this certification must accompany deployed seconded personnel.

D. Additional Information on the Selection Process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages Member States and European Institutions to take this into account when offering contributions.

² <https://ec.europa.eu/ploteus/content/descriptors-page>

Application Form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word format, and indicating which position the candidate is applying for.

Selection Process – The most suitable candidates will be shortlisted 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 for interviews, the Member State will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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

Position: Human Resources Expert (Civilian Response Team)	Employment Regime: Seconded (CRT)	
Ref. Number: Confirmed Vacancies: 3 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: as from 16 May 2016 for 3 months with a possibility of extension
Component/Department/Unit: Mission Support Department/Human Resources Office	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: No

Reporting Line:

The Human Resources Expert reports to the Head of Human Resources Office.

In the role of HR Expert and in the framework of the existing Human Resources Office structures of the Mission, supports the Human Resources Office during the reconfiguration exercise with a view to reduce the adverse impact in the downsizing of local and international staff.

Main Tasks and Responsibilities:

- To participate as a full member in the selection panels;
- To assist in administrating the work of selection panels -coordinating tests, processing selection related documents;
- To analyse performance evaluation reports related to the Mission reconfiguration;
- To analyse job descriptions to establish selection criteria and fulfil other functions related to internal recruitment;
- To develop interview techniques, rating scales, and tests used to assess skills and abilities for the purpose of employee retention in the context of Mission reconfiguration;
- To perform any other human resources management related tasks as requested by the Head of Human Resources Office.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.
AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in one of the following fields of expertise: Social Sciences, Human Resources, Business Administration or other related university studies;
- At least 4 years of experience in human resources management, preferably in an international organization and/or public administration;
- Professional experience in implementing HR-related projects;
- Experience in some, if not in all, of the following HR activities: Staff Selection, Performance Management, Job Analysis, Job Description;
- Excellent organisational and interpersonal skills;

- Very good communication skills, both written and oral.

Desirable

- 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;
- Professional experience in the downsizing exercise of a public organization;
- Ability to perform under stress and in difficult circumstances.