



## ANNEX 1- Call for Contributions

<b>Organisation:</b>	European Union Special Representative in Kosovo
<b>Job Location:</b>	Kosovo
<b>Availability:</b>	ASAP
<b>Contract Regime:</b>	Seconded/Contracted
<b>Job Titles/Vacancy Notice:</b>	<ul style="list-style-type: none"> <li>Legal Adviser for Legislative Review Mechanism (VN 002/2016) - 1 position (Pristina) Seconded/Contracted - Expert level</li> </ul>
<b>Deadline for applications:</b>	<b>08 June 2016</b>
<b>Email address to send the Job Application Form/CV:</b>	<a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a>
<b>Information:</b>	<p>For more information related to the selection and recruitment, please contact:</p> <p>Aida ZUNIC (Ms) – EUSR in Kosovo Support Team Tel: + 381 38 51 31 602</p> <p>Syzana SELIMI (Ms) – EUSR in Kosovo Support Team Tel: + 381 38 51 31 603</p> <p>email: <a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></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**

### **Legal Adviser for the Legislative Review Mechanism** **Seconded/Contracted- Expert level** **(Reference VN 002/2016)**

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 Adviser for 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 Adviser for 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 Adviser for the Legislative Review Mechanism (LRM) will, in accordance with the EUSR mandate, be expected to perform the following tasks:

#### **1. Main tasks**

- To contribute in his/her field of expertise, to the implementation of EUSR's mandate;
- To chair the Legislative Review Mechanism (LRM) group;
- To be responsible on behalf of the LRM group 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 international presences in Kosovo including the European Union Office in Kosovo, European Union Rule of Law Mission in Kosovo (EULEX), the Organisation for Security and Cooperation in Europe (OSCE), the Council of Europe, international offices and assistance agencies operating in Kosovo as well as other EU organizations and EU institutions;

- 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/EU Office in Kosovo;
- 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.

## **2. Qualifications and Experience**

- 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 at least four (4) years or Bachelor degree in Law combined with Master degree in Law;
- 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;
- 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.