



## ANNEX 1- Call for Contributions

<b>Organisation:</b>	European Union Special Representative in Kosovo
<b>Job Location:</b>	Kosovo / North Mitrovica
<b>Availability:</b>	ASAP
<b>Contract Regime:</b>	Seconded/Contracted
<b>Job Titles/Vacancy Notice:</b>	<ul style="list-style-type: none"> <li>Communities Field Officer (VN 006/2019) - 1 position (Mitrovica) Seconded/Contracted – Mission support management level</li> </ul>
<b>Deadline for applications:</b>	Deadline for submitting applications is extended until 29 January 2020 at 23:59 hours (Brussels time)
<b>Email address to send the Job Application Form/CV:</b>	<p><b>For seconded candidates:</b></p> <p>Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized 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 address:</p> <p style="text-align: center;"><a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></p> <p><b>For contracted candidates:</b></p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates, should use the standard application form (Annex 2) and submit the application to the email address below:</p> <p style="text-align: center;"><a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></p> <p><b>General aspects for seconded and contracted candidates:</b></p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list all positions for which they are interested. It is essential that both the job title and corresponding reference number are clearly marked in the form.</p>

\* *Please note that applications received during the period between 16/12/2019 and 15/01/2020 will be taken into consideration and those applicants do not need to re-apply*



<b>Information:</b>	<p>For more information related to the selection and recruitment, please contact:</p> <p style="text-align: center;">Aida Zunic (Ms) – EUSR in Kosovo Support Team Tel: + 383 38 28 36 02</p> <p style="text-align: center;">Syzana Selimi (Ms) – EUSR in Kosovo Support Team Tel: + 383 38 28 36 03</p> <p style="text-align: center;">email: <a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></p> <p>For updates on this position and other EUSR positions please check our website <a href="https://eeas.europa.eu/delegations/kosovo/45895/local-agent-position-project-officer---eu-policies_en">https://eeas.europa.eu/delegations/kosovo/45895/local-agent-position-project-officer---eu-policies_en</a></p>
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**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage and travel expenses to and from the Mission area (including home leave).

**Contracted Personnel** – The EUSR may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the EUSR establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable standard risk insurance policy.

Documents supporting educational qualifications and work experience, if issued in another language, should be accompanied by certified translations of the original documents in English language in accordance with the article VI.1.2. of the Guidelines on the main principles of classification of posts and grading of international contracted staff.

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:

## I. GENERAL CONDITIONS

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

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

**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 the team with excellent interpersonal and communication skills and must be able to cope with possible extended separation from family and usual environment.

**Physical and mental health** – The candidates must be 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.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## II. REQUIREMENTS

### II.A Essential Requirements

The following are essential requirements in respect of international experts to the EUSR in Kosovo for all Job Descriptions:

#### 1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EFQ)\*, or equivalent, at a level specified in the individual job descriptions.

#### 2. Knowledge

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).

#### 3. Skills and abilities

**Language Skills** – The candidates must be fully fluent in written and oral English language and knowledge of Serbian/Croatian/Bosnian language(s).

**Communication and Interpersonal Skills**- The candidates must have excellent interpersonal and communications skills, both written and oral.

**Organizational skills**- The candidates must have excellent organizational skills with the ability to prioritise work to meet tight deadlines, and a concern for order and accuracy.

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

**Driving Skills** – Be in possession of a valid - including Western Balkans/Kosovo area - civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive any 4x4 wheel drive vehicles.

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

### II.B Desirable Requirements

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

## III. ESSENTIAL DOCUMENTS AND REQUIREMENTS FOR THE SELECTED CANDIDATES

**Passport** – The selected candidate must obtain a passport from their respective national authorities. Possession of a valid diplomatic or service passport for seconded participants is optional.

**Visas** – Contributing States and selected candidate 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 Western Balkans/Kosovo area.

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

**Education** diploma(s)/certificates or/and professional certificate(s) - The selected international candidates must have and present to the Mission the University diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

**Personnel Security Clearance (PSC)** – The selected candidate will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description.

**Medical Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for mission duty by a competent authority from the contributing State. This certification must accompany deployed seconded/contracted personnel.

*Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.*

#### **IV. ADDITIONAL INFORMATION ON THE SELECTION PROCESS**

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The EUSR in Kosovo encourages contributing States and European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when using the standard Application Form (Annex 2), and indicating which position(s) the candidate is applying for.

**Selection process** - The candidates considered to be most suitable will be shortlisted and interviewed by audio/video skype/phone, before the final selection is made.

**Information on the Outcome** – Candidates applying for the contracted positions as well as Contributing States and European Institutions will be informed about the outcome of the selection process after its completion.

**Data Protection** – The EUSR Office processes personal data pursuant to The European Data Protection Regulation (EU) 2016/679.

**Job Description** – The current reporting lines of the following job descriptions might be subject to modification based on the operational requirements.

## V. JOB DESCRIPTION

### COMMUNITIES FIELD OFFICER

Seconded/Contracted  
Mission Support Management Level (MSML)

**Duty Station:** Mitrovica North, Kosovo

**Scope of the position:** The Communities Field Officer will be based in Mitrovica North and work within the EUSR North Team. S/he will be responsible for advocating, facilitating and reporting on the implementation of the EU objectives with regard to northern Kosovo in line with the EUSR's mandate. In particular s/he will focus on maintaining links and conducting fieldwork in northern Kosovo, and will provide political analysis and policy advice. The Officer will be recruited with a view to also cover issues related to the decentralization process in the Serb majority municipalities and to follow on-the-ground implementation of agreements reached in the Belgrade-Pristina Dialogue. He/she will coordinate and direct the work of EUSR colleagues in the EUSR North Team. Staff member has to reside in South Mitrovica.

#### **Duties and Responsibilities:**

- To represent the Office of the EUSR and facilitate EU activities in support of improvement in rule of law, governance, socio-economic development and integration of the Kosovo Serb community in Kosovo society;
- To liaise closely with municipal authorities, especially the bodies that safeguard community rights/protection; community representatives; civil society and other relevant locally based institutions when it comes to following up on priorities/ issues facing the Serb communities at the municipal and grass-roots level;
- To identify and advise the EUSR, through the chain of command, on how to address problems affecting members of the Kosovo Serb communities and to help foster inter-ethnic dialogue and cooperation (where applicable) with the wider Kosovo Albanian majority communities in close liaison with other international organizations who have field presence/coverage;
- To monitor and report on political developments of relevance for the implementation of the EUSR mandate, in particular with regards to the on-the-ground implementation of agreements reached in the Belgrade-Pristina Dialogue;
- To coordinate and direct the work of EUSR colleagues in the EUSR North Team. To regularly liaise with field presence of other international missions, such as OSCE, UNHCR, UNMIK, Council of Europe, etc;
- To report regularly to the EU Office/EUSR colleagues in Pristina and, as appropriate and requested, to EU colleagues in Brussels.
- Undertake any other tasks as required.

#### **Qualifications and experience required:**

- Advanced University Degree in Political Sciences, Law, International Relations, Diplomacy, Social Sciences or academic training relevant to the specific post;
- A minimum of 5 years of professional experience preferably in a policy analytical and/or implementation position in a national or international context;
- International experience preferable, particularly in crisis area with multi-national and international organizations;
- Excellent knowledge of spoken and written English; Knowledge of Serbian/Croatian/Bosnian required;
- Sound knowledge of the EU Institutions and European policies, particularly related to human rights as well as EU enlargement;
- Thorough understanding of the political-security situation in Kosovo and familiarity with its principal international actors;
- Very good analytical and reporting skills;
- Excellent interpersonal and communications skills;
- Proven ability to produce imaginative and workable solutions to complex problems;
- To be in possession of a valid driving license and be able to drive EUSR official vehicles including 4X4 drive vehicles;
- To be in possession of a personal security clearance at EU secret level
- His/her place of residence will be South Mitrovica.