



## ANNEX 1- Call for Contributions

<b>Organisation:</b>	European Union Special Representative in Kosovo
<b>Job Location:</b>	Kosovo / Pristina
<b>Availability:</b>	ASAP
<b>Contract Regime:</b>	Seconded/Contracted
<b>Job Titles/Vacancy Notice:</b>	<ul style="list-style-type: none"> <li>• <b>Political Officer/Speechwriter (VN 001/2020)</b> - 1 position (Pristina) Seconded/Contracted – Mission support management level</li> </ul> <p><b>(Note:</b> Previously published Call for Contribution for Political Adviser/Speechwriter VN 007/2019 has been cancelled)</p>
<b>Deadline for applications:</b>	Deadline for submitting applications is <b>19 March 2020 at 23:59 hours</b> (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><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><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>
<b>Information:</b>	For more information related to the selection and recruitment, please contact:

	<p>Aida Zunic (Ms) – EUSR in Kosovo Support Team Tel: + 383 38 28 36 02</p> <p>Syzana Selimi (Ms) – EUSR in Kosovo Support Team Tel: + 383 38 28 36 03</p> <p>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. English as a native language or equivalent will be preferable.

**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.

**Language** - Some proficiency in local language(s), depending on the job tasks and responsibilities.

## 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.

**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.

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

**Personnel Security Clearance (PSC)** –The selected candidate will have to be in possession of Personnel Security Clearance (PSC) at least “EU Secret” level. The required PSC must accompany deployed seconded/contracted personnel.

**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 Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

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

## V. JOB DESCRIPTION

### Political Officer/Speechwriter (MSML) Seconded/Contracted

**(Note: Previously published Call for Contribution for Political Adviser/Speechwriter VN 007/2019 has been cancelled)**

#### Scope of Work:

The European Union Special Representative in Kosovo (EUSR) is mandated, *inter alia*, to offer the Union's advice and support in the political process; promote overall Union political coordination in Kosovo; strengthen the presence of the Union in Kosovo and ensure its coherence and effectiveness; support Kosovo's European perspective and rapprochement with the Union, in line with the perspective of the region; monitor, assist and facilitate, by all the means and instruments at the disposal of the EUSR and with the support of the EU office in Kosovo, progress on political, economic and European priorities, in line with respective institutional competencies and responsibilities, and support the implementation of the Stabilisation and Association Agreement, including through the European Reform Agenda.

The Political Officer/Speechwriter will perform his/her tasks under the overall supervision of the EUSR, in close coordination with the EUSR/EU Office political Team.

The Political Officer/Speechwriter will have, under the guidance of the EUSR, the following tasks:

#### Duties and responsibilities:

- Researching, drafting and editing a wide range of materials for the EUSR and other staff, including speeches, remarks, toasts, op-ed articles, messages, talking points;
- Consulting and advising the EUSR and his/her team on the form and content of speeches and other materials to have the highest impact on target audiences, in line with the EUSR in Kosovo priorities and its communications strategy;
- Conduct historical and social research to provide snippet of interesting facts into the speech for emphasis;
- Coordinate with the EUSR's advisers and communication staff on items in the speech that require accurate and precise statement of details;
- The speechwriter will aim at ensuring a high level of quality, accuracy, content and presentation for a wide variety of audiences; he/she will liaise with all service of the EUSR and sections of the EU Office in Kosovo, including in particular the political and cooperation sections. He/she will strive to achieve consistency and coherence of the overall public messaging as concerns the speeches pronounced during the hundreds of public events organised yearly by the EUSR/EU Office.
- In addition to the above he/she will support, assist and advise the EUSR and his/her team on issues pertaining to the political developments in Kosovo; she/he will provide support as necessary to the team of political advisers and may be asked to report on political and other developments in Kosovo
- Liaise with EU institutions and offices, missions and international partners as well as local and regional actors and organisations in Pristina;
- Represent the EUSR and the office in formal and informal occasions as requested by the EUSR and the management of the organisation;
- Accompany the EUSR and the management of the organisation to meetings as requested;
- Perform any other necessary tasks as assigned by the EUSR.

#### Job requirements:

- University degree in Political Science, International relations, Law, Journalism, Communications; English or literature; or its equivalent; advance degree will be an advantage;
- Minimum 5 years of relevant professional experience, preferably in international environment;
- All public speaking is provided in English. Excellent command of the English language with all its nuances and rhetoric, figures of speech as well as adaptive skills to vary writing styles to the speaking styles of the EUSR is required; English as a native language or equivalent will be preferable;
- Ability to write effectively at speed and accurately;
- Must have diplomatic skills to deal with high ranking officials;
- Lateral thinking and ability to synthesize complex material;
- Capacity to set priorities and meet deadlines, and ability to multi-task;

- Thorough understanding of the political-security situation in Kosovo and familiarity with its principal international actors;
- Sound knowledge of the EU Institutions, EU policies and EU enlargement;
- 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.