



## ANNEX 1- Call for Contributions

<b>Organisation:</b>	European Union Special Representative in Kosovo (EUSR)
<b>Job Location:</b>	Pristina, Kosovo
<b>Availability:</b>	ASAP
<b>Contract Regime:</b>	<b>Seconded</b>
<b>Job Titles/Vacancy Notice:</b>	- <b>Legal Adviser – 1 position (Pristina)</b> Seconded– Expert Level VN 003/2022
<b>Deadline:</b>	Deadline for submitting applications is <b>6 December 2022 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 style="text-align: center;"><a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></p> <p><b>General aspects for seconded 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>	<p>For more information, related to the selection and recruitment, please contact:</p> <p style="text-align: center;">Syzana Selimi (Ms) – EUSR in Kosovo Support Team Tel: + 383 49 787 938 email: <a href="mailto:recruitment@eusrinkosovo.eu">recruitment@eusrinkosovo.eu</a></p>

**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).

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 (working language of the EUSR in Kosovo) 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 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.*

## 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** – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

**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.*

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

## 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.

**Personnel Security Clearance (PSC)** – For this position, Personal Security Clearance at EU Secret level is mandatory. Possession of valid PSC at EU Secret level, EU Confidential level, NATO secret level, or equivalent national PSC when applying would be considered as advantage.

**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** –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

### **Legal Adviser (Pristina)- seconded** (1 position) Expert level

The European Union Special Representative in Kosovo (EUSR) is mandated, inter alia, to promote 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 shall assist in all legislative issues of the EUSR Rule of Law, Legal and Human Rights Section, including chairing, participating and providing expertise to the Legislative Review Mechanism (LRM).

Given the political context within which the EUSR operates, Legal Adviser shall demonstrate a combination of attributes including appropriate technical knowledge and legal acumen, ideally within a Kosovo or wider Western Balkan jurisdiction.

#### **Main tasks and responsibilities:**

- To contribute in his/her field of expertise to the EUSR's mandate implementation in monitoring, and advising the drafting process of the relevant local legislation;
- To serve as EUSR focal point for specific legislation, responsible for coordinating EUSR input as well as following the draft legislative initiatives through the legislative process;
- To chair, participate and provide expertise through Legislative Review Mechanism (LRM);
- To draft Consolidated Legal Opinions of the LRM on draft legislation, concept documents and strategies, participate in legislative working groups on behalf of the EUSR Rule of Law, Legal and Human Rights Section;
- To prepare legal opinions and conduct legal research, including on applicable international and European legal standards and EU best practices;
- To maintain contacts with Kosovo legislative bodies, judiciary and law enforcement in order to be aware of new developments in the field of Rule of Law and respective legislation and policies and their implementation;
- To ensure timely and accurate reporting and information flow relevant to the work and mandate of the EUSR;
- To coordinate, on the appropriate level, with other international stakeholders;
- To undertake any other related tasks as requested by the Head of Rule of Law, Legal and Human Rights Section.

#### **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 four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience, of which a minimum of 5 years preferably in the international context;
- Legal experience in a European legal system or international Organization in the field of internal affairs, police, justice reform, judiciary, human rights, gender equality, elections or any other related relevant field;
- Excellent legal drafting and analytical skills, including EU Law approximation and legislation harmonization;
- Substantial knowledge of the functioning of the EU and in particular the EEAS and the EUSR;
- Good understanding of the political, cultural and security situation of the Western Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to prioritise, perform under stress and tight deadlines as well as in difficult circumstances;
- Personnel Security Clearance at the level EU Secret is required for this position.