



ANNEX 1- Call for Contributions

Organisation:	European Union Special Representative in Kosovo (EUSR)
Job Location:	Pristina, Kosovo
Availability:	ASAP
Contract Regime:	Seconded / Contracted
Job Titles/Vacancy Notice:	<ul style="list-style-type: none">- Head of Communication Section/Spokesperson – 1 position (Pristina) Seconded/Contracted – Expert Level VN 001/2022- Legal Adviser – 1 position (Pristina) Seconded/Contracted – Expert Level VN 002/2022
Deadline:	Deadline for submitting applications is 31 January 2022 at 23:59 hours (Brussels time)
Email address to send the Job Application Form/CV:	<p>For seconded candidates:</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;">recruitment@eursinkosovo.eu</p> <p>For contracted candidates:</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;">recruitment@eursinkosovo.eu</p> <p>General aspects for seconded and contracted candidates:</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>

Information:	<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</p> <p style="text-align: center;">email: recruitment@eusrinkosovo.eu</p> <p>For updates on this position and other EUSR positions please check our website:</p> <p style="text-align: center;">https://eeas.europa.eu/delegations/kosovo/45895</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 (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 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 – 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.

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.

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

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

Head of Communication Section/Spokesperson (Pristina) (1 position) Expert level

The Head of Communication Section/Spokesperson will be responsible for the overall strategic conception and implementation of communication of the EUSR Office in Kosovo. This includes strategic communication, media relations, public relations, digital communication, internal communication and crisis communication.

S/he will articulate EUSR political decisions into communication messages and mainstream them into the most appropriate channels, thus contributing to generating positive visibility in Kosovo media for the European Union. In order to do that, s/he will develop an annual communications strategy in line with EEAS global communications guidelines and according to the specific needs of the local and regional media scene.

S/he will define and monitor media activities, including maintaining contacts with the media and providing information concerning the EU in general and EUSR activities in particular to national, regional, specialized and international media as well as rapid response to their inquiries. S/he will coordinate, guide and supervise the EUSR Communication Section.

S/he will also coordinate the communication activities with other sections of the office in order to obtain necessary synergy between operational, political and communication activities.

The Head of Communication Section/Spokesperson will have, under the guidance of the EUSR, the following tasks:

Main tasks and responsibilities:

- To strategically conceive and coordinate all communication activities of the EUSR in close collaboration with the EU Office.
- To coordinate and align the communication activities of the EU MS, EUSR DWB and EULEX (EU Family).
- To advise EUSR on overall communication and on managing the EUSR reputation.
- To help EUSR prepare for media opportunities and public events, develop messages to deliver to the publics and make suggestions to keep the EUSR on the cutting edge of communication with the stakeholders.
- To draft speeches and other public appearances of the EUSR, if requested by the EUSR Section Heads.
- To establish and maintain contacts with local media, monitor replies to their enquiries and conceive press and public events.
- To manage the work of the EUSR Communication Section to ensure adequate response and adjustment to communication challenges the EUSR is faced with.
- To advice on the overall quality and accuracy of press releases, letters and background notes.
- To manage appropriate media contacts for the EUSR and for visiting representatives or officials of the EU institutions, including preparing briefings, profiles, reports on sensitive issues in the country, organizing interviews, press conferences etc.
- To ensure proper monitoring and follow-up of EU-related coverage in the local media.
- To advice on the possible media-presence of the EUSR in the international press.
- To conceive strategic approach regarding the online presence and social media communication of the EUSR Office.
- To establish and maintain close contacts with opinion-makers, universities, private and public cultural bodies and opinion forming groups.

Qualifications and experience

- Advanced University degree in Journalism, Communication, Political Sciences, Law, International Relations, Social Sciences or related field.
- Minimum of 10 years of professional experience, including 7 years of management experience.
- Deep understanding of the political situation in Kosovo and working experience in the Western Balkans is desirable.
- Experience from diplomacy, negotiations and field work in international organizations desirable.
- Knowledge of EU Civilian Crisis Management and previous CFSP/CSDP experience desirable.
- Previous experience in cultural diplomacy is desirable.
- Very good interpersonal skills.
- Knowledge of local languages will be an asset.
- To be in possession of security clearance at the level of EU Secret.

Legal Adviser (Pristina)
(1 position)
Expert level

The Legal Adviser shall assist in all legal, legislative, human rights and gender equality related issues in the Rule of Law and Human Rights Section and contribute to the reporting.

She/he will be working in close cooperation with all other relevant sections of the EUSR and other EU Representations in Kosovo.

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

Under the overall guidance of the Head of Rule of Law and Human Rights Section, the Legal Adviser shall perform the following tasks:

Main tasks and responsibilities:

- To contribute in his/her field of expertise, to the EUSR's mandate implementation in relation to rule of law, advising and monitoring the legislative drafting process of the relevant local legislation and advising on the human rights and legal aspects of the mandate implementation and legislation.
- To provide legal support on other rule of law, gender equality and human rights issues.
- To provide legal advice on data protection, administrative and employment issues, and regulatory framework when required;
- To draft, contribute to, and ensure timely and accurate reporting outputs, as well as information flow as per planning documents of the EUSR;
- To serve as EUSR focal point for specific legislation, be responsible for coordinating EUSR input as well as to follow the draft throughout the legislative process;
- To draft and advise on legislation, participate in legislative working groups on behalf of the EUSR and prepare legal opinions, including on applicable international and European legal standards and EU best practices;
- To maintain contacts with Kosovo law making bodies in coordination with the legal advisers in the Section, in order to be aware of new developments in legislative and law implementation areas;
- To maintain contacts with institutions involved in promoting protection of Human Rights and Gender Equality, in coordination with the Gender Adviser;
- To ensure timely and accurate reporting and information flow as per planning documents of the EUSR;
- To coordinate, on the appropriate level, with other international stakeholders, in coordination with other advisers in the EUSR and EU Office;
- To undertake any other related tasks as requested by the Head of the 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 proven full-time relevant 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 justice reform, criminal and civil legislation, anti-corruption, transitional justice, human rights and gender equality,
- Excellent legislation drafting and reviewing skills, including skills in EU Law approximation and harmonisation;
- Substantial knowledge of the functioning of the EU and the Common Security and Defence Policy;
- Good understanding of the rule of law, political, cultural and security situation in Kosovo and the mandate of the EUSR in Kosovo;
- International experience, particularly in crisis areas with international organisations;
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule;
- Creative and result oriented problem solver and a team player;
- To be in possession of security clearance at the level of EU Secret