



EUROPEAN UNION
OFFICE IN KOSOVO

The European Union Office in Kosovo is looking for:
Interim Worker (Project Officer - Infrastructure and Energy)
Vacancy Reference: EUOK 01-26 COOP_ Project Officer - Infrastructure and Energy

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Office in Kosovo plays a pivotal role in realising the European agenda in Kosovo with the aim to promote Kosovo's approximation to the European Union.

We offer a temporary position of Project Officer - Infrastructure and Energy. The recruited person will be attributed functions depending on the needs of the EU Office in Kosovo. Upon recruitment, the successful candidate will occupy a specific job function as an interim staff (Engineer - Infrastructure & Energy). Under this job function, the successful candidate will ensure effective and efficient programming and implementation of financial assistance in the area of Infrastructure and Energy in line with the regulations, Commission procedures and prevailing instructions ensuring maximum impact to support the EU membership preparation of the beneficiary countries. Duties will be performed under the supervision of the Head of Section and the relevant Team Leader/Coordinator.

Main tasks

+ BUSINESS MANAGEMENT and PLANNING - Operations section management

- Follow developments in the area of Infrastructure and Energy
- Give policy guidance to relevant stakeholders in the area of Infrastructure and Energy.
- Coordinate, where appropriate, with other sections in the EU Office.
- Report to the Head of Section, the Head of Office, and the relevant services of HQ.

+ POLICY ANALYSIS - Sector analysis, strategy formulation and programming

- Follow developments in the area of energy
- Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of cooperation
- Contribute to sector analysis and to the programming of activities under the Instrument for Pre-accession Assistance (IPA)

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Project cycle management

- Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the country, if and when such programmes are decided in the programming process

- Initiate and process all aspects of the procurement process drafting Terms of Reference, launching tenders, evaluating the bids, preparing the contracting file
- Encode contracts and give an "operational initiating visa" (GESTOPE) on documents where required. Provide 'Certified correct' for payments
- Monitoring ongoing projects, attend management and monitoring meeting, elaborate progress report on projects and propose action if and when needed. Evaluation of projects and formulate lessons learnt. The monitoring and follow up of projects should be done enforcing the principle of sound financial management
- Maintain contacts with other donors active in the country
- Consider gender implications in programming and project preparation.

+ INTERNAL COMMUNICATION (general) - Sectoral reporting to HQ

- Monitor and report on sectorial issues to Head of Section/Team Leader/Coordinator (including Early Warning on potential disputes)
- Contribute regularly and timely to the Office's reporting to HQ on sectoral issues, as well as to any specific requests
- Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s).
- Provide back-up support to colleagues as required.

• EXTERNAL COMMUNICATION (general) - Communication related to programme & projects

- Produce and disseminate the results of projects at workshops, seminars, conferences and other public events contributing to the achievement of the Office's objectives for the visibility of EC activities in the country
- Contribute to the production of publications
- Extract and disseminate best practice and facilitate exchange of experiences
- Writing of briefings and speeches.

+ REPRESENTATION, NEGOTIATION and PARTICIPATION - Representation, participation and negotiation

- Maintain good and effective contacts with the relevant national authorities, private sector representatives, professional organisations and civil organisations.
- Assist in ensuring effective coordination with the Member States and key donors
- Participate as appropriate in donors' meetings
- Prepare and assist in missions from Headquarters

The specific position and related duties of the employee shall be decided and may be adapted by the employer according to the needs of the European Union.

The place of employment is the EU Office in Pristina.

Selection Criteria

Minimum Requirements:

1. Medically fit to perform the required duties.
2. Enjoys civil rights and permits for employment under local law.
3. Successful completion of university studies attested by a diploma with minimum 3 years of relevant

- professional experience in areas related to infrastructure and energy.
4. Excellent command of spoken and written English (C2).
 5. Fluency in Albanian and/or Serbian (B2).
 6. Fully computer literate.
 7. Ability to conceptualise problems, identify and implement solutions
 8. Capacity to analyse and structure information
 9. Inquiring mind
 10. Ability to communicate in meetings
 11. Ability to understand and be understood
 12. Capacity to communicate technical or specialised information
 13. Drafting skills
 14. Ability to work in a proactive and autonomous way
 15. Capacity to act upon problems
 16. Quality & process management abilities
 17. Capacity to deliver in a structured way
 18. Coordination skills
 19. Planning capacity
 20. Stress resistance
 21. Ability to work in a team
 22. Knowledge sharing
 23. Sociability skills

Knowledge

BUDGET, FINANCE, CONTRACTS and ACCOUNTING PROCUREMENT and CONTRACT MANAGEMENT

- Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters

BUDGET and FINANCE

- Financial regulation and procedures

PROGRAM / PROCESS / PROJECT MANAGEMENT PROJECT MANAGEMENT

- Project monitoring methods and techniques

INTERNATIONAL RELATIONS (generic)

- External relations

The following will be considered an asset:

1. Master's degree in mechanical, electrical or civil engineering.
2. Experience in working with the EU.
3. Experience in working with international organisations in Kosovo in similar fields.
4. Knowledge of any other EU language (at least B2).

How to apply

Please send your application and supporting documents, using the following subject line: "**EUOK 01-26 COOP_ Project Officer - Infrastructure and Energy_ (applicant's last name)**" to the following functional mailbox: DELEGATION-KOSOVO-RECRUITMENT@eeas.europa.eu The package should include a Cover Letter and a detailed European Curriculum Vitae Format, in English, which can be found at the website of the European Union Office in Kosovo <http://eeas.europa.eu/delegations/kosovo>

The procedure

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who are not shortlisted will not be contacted. The EU Office in Kosovo will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to the functional mailbox: DELEGATION-KOSOVO-RECRUITMENT@eeas.europa.eu

The deadline for submission of applications is 07/09/2026