



## 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>	<ul style="list-style-type: none"> <li style="text-align: center;">- <b>Head of Communication Section/Spokesperson – 1 position (Pristina)</b> Seconded– Expert level VN 006/2023</li>   <li style="text-align: center;">- <b>Legal Adviser – 1 position (Pristina)</b> Seconded– Expert Level VN 007/2023</li>   <li style="text-align: center;">- <b>Public Information/Outreach Officer – 1 position (Pristina)</b> Seconded – Mission support management level (MSML) VN 008/2023</li> </ul>
<b>Deadline:</b>	Deadline for submitting applications until <b>26 May 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 and EU Institutions will be considered as seconded. National Authorities and EU Institutions 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>

<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</p> <p style="text-align: center;">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 and EU I institutions 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.*

#### 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.

---

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

## 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.*

## 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 DESCRIPTIONS

### Head of Communication Section/Spokesperson – 1 position (Pristina)

Seconded – Expert level  
VN 006/2023

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 prepare, lead and coordinate all communication activities of the EUSR and EU Office respecting each organisation's administrative modalities.
- To act as the EUSR/EUOK main spokesperson and communicate the work of both EUSR and EUOK to the public;
- To coordinate and align the communication activities of the EU MS, EUSR DWB and EULEX (EU Family).
- To advise the EUSR/Head of EU Office on overall communication
- To chair the Core Communication Group meetings with participation and input from EUSR and EUOK units.
- To help the EUSR/Head of EU Office prepare for media opportunities and public events, develop messages to deliver to the public
- To draft speeches and other public appearances of the EUSR.
- 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/EUOK is faced with.
- To advise on the overall quality and accuracy of press releases, letters and background notes for public use.
- To manage appropriate media contacts for the EUSR/Head of EU Office 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 advise on the possible media-presence of the EUSR/Head of EU Office in the international press.
- To conceive a strategic approach regarding the online presence and social media communication of the EUSR and EU Offices.
- To establish and maintain close contacts with opinion-makers, universities, private and public cultural bodies and opinion forming groups.

#### **General Tasks and Responsibilities**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### **Qualifications and experience**

- Advanced University degree in Journalism, Communication, Political Sciences, Law, International Relations, Social Sciences or related field.
- Minimum of 10 years of relevant 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.
- Extensive communication and public diplomacy practice (e.g strategic communication, media relations, campaigning)
- Media and (or) journalistic work experience and network, preferably in the Western Balkans
- Experience from diplomacy, negotiations and field work in international organizations desirable.
- Knowledge of EU institutions, EU external action, EU enlargement policies and 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.

### **Essential Knowledge, Skills and Abilities**

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of formulating and implementing a communication strategy/plan;
- Experience and skills in digital communication;
- Language skills (as applicable).

### **Desirable Qualifications and Experience**

- Experience running media and outreach campaigns;
- Experience in planning and implementing projects;
- Knowledge of disinformation;
- International experience, particularly in crisis areas with multinational and international organisations.

### **Desirable Knowledge, Skills and Abilities**

- Knowledge about the local press and media environment;
- Local languages skills.

**Legal Adviser  
(Pristina)**  
Seconded– Expert level  
VN 007/2023

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.

Under the supervision and guidance of the Head of the Rule of Law and Legal Section and under overall supervision of the EUSR, the Legal Adviser is expected to perform the following tasks:

**Main tasks and responsibilities**

- To contribute in his/her field of expertise to the EUSR's mandate implementation in monitoring, mentoring and advising on the drafting process of the relevant domestic legislation;
- To review and advise on rule of law related topics related to effective implementation of the legislation covering the entire Criminal Justice system and all authorized actors involved in the procedures.
- 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 liaise and coordinate with EU Office and EULEX on topics of mutual interest
- To participate in legislative working groups;
- To assess legislative initiatives and prepare legal opinions on draft legislation, sub-legal acts, concept documents and strategies, and in case of need to chair LRM meeting on behalf of the EUSR Rule of Law, Legal and Human Rights Section;
- To advise 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 scope of implementation;
- To ensure timely and accurate reporting and information flow as per planning documents of the EUSR;
- To coordinate, on the appropriate level, with other relevant 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 justice reform, judiciary, internal affairs, police, or any other relevant related field;
- Good understanding on the human rights and gender equality;
- Excellent legislation drafting skills, including the approximation of the EU Law to the domestic legislation;
- Substantial knowledge of the functioning of the EU and in particular the EEAS and the mandate of the EUSR in Kosovo;
- Thorough understanding of the Constitutional and legal system in Kosovo and the most recent relevant legislation in the field of criminal investigations, including but not limited to fight against organized crime and corruption, anti-money laundering, confiscation, extended powers of confiscation, prevention of conflict of interest and protection of whistle-blowers;
- 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 perform under stress and in difficult circumstances;
- To be in possession of security clearance at the level of EU Secret.

**Public Information/Outreach Officer  
(Pristina)**

Seconded- Mission support management level (MSML)  
VN 008/2023

The European Union Special Representative in Kosovo (EUSR) is mandated, *inter alia*, to promote overall Union political coordination in Kosovo; strengthen the presence of the Union in Kosovo and ensure its coherence, effectiveness and visibility; ensure consistency and coherence of Union action in Kosovo, support Kosovo's European perspective and rapprochement with the Union, in line with the perspective of the region and in accordance with the Stabilisation and Association Agreement and Decision (EU) 2015/1988, and in line with the relevant Council conclusions, through targeted public communication and Union outreach activities designed to ensure a broader understanding and support from the Kosovo public on issues related to the Union, including the work of EULEX KOSOVO; support the mandate of the Specialist Chambers and the Specialist Prosecutor Office, as appropriate, including through communication and outreach.

The Public Information/Outreach Officer of the EUSR Support Team will work with relevant stakeholders on EUSR communication matters and support the Head of Communication Section/Spokesperson in the overall communication coordination of all EU actors in Kosovo.

Under the guidance of the Head of Communication Section/Spokesperson and in accordance with the EUSR's mandate, the Public Information/Outreach Officer will be expected to perform the following tasks:

**Main tasks and responsibilities**

- Assist the Head of Communication Section/Spokesperson in conceptualising, developing and implementing strategic (political positioning) communications campaigns, public information, and public outreach activities.
- Liaise closely with EU Office in Kosovo and EUSR staff, communication section of the CSDP rule of law mission (EULEX), communications advisor of the EUSR for the Belgrade-Pristina Dialogue and other Western Balkans regional issues, communication services of EU Member States in Kosovo, communication services in the headquarters; other domestic and international partners, in ensuring consistency and compatibility of strategic communications campaigns.
- Conduct situational, political, and public and media discourse analysis, to inform and advise on the needs for strategic communication/public information and outreach campaigning with different target audiences and communities living in Kosovo.
- Work with relevant counterpart from the EU Family and Kosovo institutions and communication/marketing/creative agencies on the development of strategic communications campaigns.
- Develop campaign project ideas and project documents including the narratives and time lines, and plan necessary human and financial resources.
- Follow up on internal administrative procedures relating to the implementation of strategic communications and public information and outreach campaigns, manage campaign budget, and oversee the work of contactors.
- Serve as copywriter, develop scripts for videos, social media messages, draft public information products including infographics, factsheets, brochures, posters, gifs, etc, and serve as primary proof-reader.
- Prepare high-impact speeches for the EUSR, the Head of Communication Section/Spokesperson and other staff as appropriate, in line with the EUSR priorities and identified strategic communications goals, in coordination with relevant staff, while using research, concrete data, examples and storytelling, and ensuring high quality, accuracy, consistency and coherence of the overall public messaging.
- Keep the EUSR website up-to-date and ensure that it reflects the identified EUSR's strategic communications goals.
- In line with the strategic communication goals, produce high impact future stories with relevant figures/EU beneficiaries, in different formats: print, video (script), and audio (script), for use on social and conventional media.
- Draft and edit a wide range of communication materials to be disseminated through various EUSR communication channels.
- Conduct research and produce analytical reports on the impact of the EUSR communication actions, the main communication trends as they relate to the perception of the EU in Kosovo in general and the EUSR work in particular.
- Assist in conducting and co-ordinating official visits.
- Manage EUSR projects.
- Be responsible for archiving the content produced by the Communication Section.
- Replace other EUSR Communication Section colleagues when they are away from office.
- Performs other duties as assigned by the Head of Communication Section/Spokesperson.

## Qualifications and Experience

- University Degree, preferably in Communication, Public Relations, Journalism, Social or Political Sciences, Marketing, or other relevant field.
- A minimum of 4 years of relevant professional experience in strategic communications campaign conceptualisation, development, implementation (including administrative aspects), and management.
- In depth understanding of the video/audio and print production process and proven experience in overseeing their development.
- Excellent command of written and oral English language with all its nuances and rhetoric, figures of speech as well as adaptive skills to the speaker's style; excellent drafting skills, knowledge of local languages is an advantage.
- Understanding of the Kosovo and WB context and familiarity with principal international actors.
- Strong digital media skills.
- Advanced graphic design skills are an advantage.
- Lateral thinking and ability to synthesize complex material.
- Capacity to set priorities and meet deadlines, and ability to multi-task.
- Sound knowledge of the EU Institutions, EU policies and EU enlargement.
- Experience in public or private communications agencies, international organisations, journalism or civil society is an advantage.
- Familiarity with diplomatic protocol is an advantage.
- Excellent interpersonal and communication skills.
- Ability to maintain high quality of input in a stressful working environment and to meet deadlines within a strict schedule.
- Ability to work independently but also as part of a team.
- Be in possession of a valid, including Balkans/Kosovo area, civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive EUSR official vehicles including 4wheel drive vehicles.
- To be in possession of security clearance at the level of EU Secret.