



EUROPEAN UNION
OFFICE IN KOSOVO

The European Union Office in Kosovo is looking for:
Office Support Agent
Vacancy Reference: EUOK 02-24 ADM _ Office Support Agent

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 post of Office Support Agent. Under this post, 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 **Office Support Agent** – this job function may be changed in accordance with the needs of the EU Office in Kosovo. Under the supervision of the Head of Administration, the Office Support Agent carries logistic support and maintenance work at a corporate level.

Main tasks

+ LOGISTIC SUPPORT – General logistics

- Preparing check lists, status reports and updating maintenance supplies;
- Collection of offers on maintenance goods and assisting in purchases;
- Carry out internal moves and the delivery of goods arriving in the Office;
- Assisting in inventory management;
- Assisting in preparation of events and conferences;
- Assisting in the maintenance of the security system.

+ LOGISTIC SUPPORT - Carrying out of maintenance work

- Inspection of technical systems in order to ensure that these systems are working properly under the maintenance programmes;
- Supervise maintenance work and / or check such work carried out in the field of heating-cooling machinery, electricity, plumbing;
- Regular checks on generators, lights, fuses and wear and tear of the facility;
- Inspecting safety equipment;
- Perform handyman tasks if needed;
- Other duties as assigned by the Head of Administration.

+ INTERNAL COMMUNICATION (general) – Internal Reporting

- Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s).

The specific post 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. The post is a group 4 Local Agent post with a basic salary of EUR 1200.

We offer a competitive position in an international environment. Benefits, such as medical insurance, are offered to employees and their families under certain conditions.

Selection Criteria

Minimum Requirements:

1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law;
3. Secondary education preferably with three years of relevant working experience;
4. Good command of spoken and written English (Level B2)
Level 'a' as defined in the standards available at:<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr;>)
5. Fluency in Albanian and/or Serbian;
6. Fully computer literate;
7. Ability to understand and be understood;
8. Capacity to communicate technical or specialised information;
9. Ability to work in a proactive and autonomous way;
10. Client orientation;
11. Ability to work in a team;
12. Valid driving license.

Knowledge

Technical and logistics

- TECHNOLOGIES and ENGINEERING in SCIENCE and INDUSTRY
 - (MECHANICAL) ENGINEERING and MANUFACTURING
 - Mechanical engineering
 - Electricity and electronics
- SAFETY, SECURITY and CRISIS MANAGEMENT
 - SAFETY (from unintentional non-IT dangers)
 - Health and safety at work

The following will be considered an asset:

- Experience in working with the EU;
- Experience in working with international organizations in Kosovo in similar fields;
- Fluency in any other European languages.

How to apply

Please send your application and supporting documents, using the following subject line: "**EUOK 02-24 ADM _ Office Support Agent_(applicant's last name)**" to: eeasjobs-035@eeas.europa.eu . The package should include a Short 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 EU Office in Kosovo will not supply additional information or discuss the selection procedure by telephone; please address any queries concerning this procedure to DELEGATION-KOSOVO-RECRUITMENT@eeas.europa.eu.

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 have not been short-listed **may not be contacted individually**; however, the EU Office will announce the completion of the recruitment procedure on its website (<http://eeas.europa.eu/delegations/kosovo>)

The deadline for applications is 02/03/2024