

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Rule of Law Mission in Kosovo (EULEX Kosovo)</b> <b>1-2025 Call for Contributions for the Civilian CSDP Young Professional Experts Pilot Programme</b> Requirements and Job Descriptions				
<b>Organisation:</b>	European Union Rule of Law Mission in Kosovo			
<b>Job location:</b>	As indicated below			
<b>Employment regime:</b>	As indicated below			
<b>Job titles/ vacancy notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (4)</u></b>			
	EK YPE 01*	YPE in Human Resources (Recruitment and Training)	Western Balkans Region (Kosovo)	ASAP
	EK YPE 02*	YPE in the Forensic Medicine Team	Western Balkans Region (Kosovo)	ASAP
	EK YPE 03*	YPE in the Office of the Head of Mission	Western Balkans Region (Kosovo)	ASAP
EK YPE 04*	YPE in Mission Support Department	Western Balkans Region (Kosovo)	ASAP	
<b>Deadline for applications:</b>	<b>Monday, 16 June 2025, at 17:00 (Brussels time)</b>			
<b>Applications must be submitted to:</b>	<p><b>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b></p> <p><b>a) You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>b) You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><i><b>Please note:</b> Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i></p>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):			

	<b>Ms Susanne EVERT</b> <a href="mailto:CIVOPSHQ-HR-EULEX-KOSOVO@eeas.europa.eu">CIVOPSHQ-HR-EULEX-KOSOVO@eeas.europa.eu</a> <b>+32 (0)2 584 29 63</b>
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\*Availability of post is subject to Deployment Plan approval.

### **Low and/or Medium Risk Non-Family Mission**

The European Union Rule of Law Mission in Kosovo bears a Low and Medium Risk Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility. Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose, in consultation with the EEAS Security Department, to the Civilian Operation Commander, to take measures to change the application of the Low and/or Medium Risk Non-Family status into High Risk Non-Family status.

**Seconded personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Tour of duty** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months, renewable for a second year.

Admission to the Young Professional Expert Programme shall not entitle the successful candidates to a future employment or give priority to be recruited for any of the positions in the civilian CSDP missions. Applications under the contracted regime will not be considered for a one-year period after completion of the programme.

The Civilian Operations Commander requests that EU Member States propose candidates for the for EULEX Kosovo, according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

**Citizenship** – Candidates must have a citizenship of an EU Member State.

**Age** – Candidates must be at least 18 years and maximum 32 years old at the deadline for application.

**Integrity** – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

**Flexibility and adaptability** – Candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

*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 civilian international experts to the Missions for all Job Descriptions:

**Physical and mental health** – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

**Education and training** – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

**Professional experience** - A minimum of two years of professional experience, gained after reaching the age of 18 and having fulfilled the education requirements (including acquired through relevant internships, i.e. EULEX Kosovo Internship Programme) is required to apply for this programme. Applicants should not have previously participated in any civilian CSDP Mission.

**Knowledge** – Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

### Skills and abilities

**Language skills** – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

**Communication and interpersonal skills** – Candidates must have excellent interpersonal and communication skills, both written and oral.

**Organisational skills** – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

**Digital skills** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

**Driving skills** – Candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## **II.B Desirable requirements**

**Knowledge of the Mission area** – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

**Knowledge and experience of Security Sector Reform** – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

**Training and experience** – Candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Knowledge of local language(s), depending on the job tasks and responsibilities.

**Driving licence** – Category C driving licence.

## **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

**Passport** – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries on route to the Mission.

**Required Personnel Security Clearance (PSC) or Certificate of Good Conduct** – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called **Certificate of Good Conduct**).

In case of the PSC requirement: seconded Young Professional Experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment and no extension can be granted.

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

**Certificate/booklet of vaccination** – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

**Medical certificate** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

For seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr Instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

**Personal protection equipment** – It is recommended that national authorities provide seconded selected candidates with protection equipment.

*Deficiencies in any of the documents requested for a specific position may result in failure of the selection process.*

#### **IV. ADDITIONAL INFORMATION**

**Equal opportunities** – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

**Applications** – Applications will be considered only when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for.

In relation to the Concept Note on Civilian CSDP Young Professional Expert Pilot Programme (EEAS(2024)1538), Young Professional Experts must be at least 18 years and maximum 32 years old at the deadline for applications; they furthermore must have not previously participated in any civilian CSDP Mission.

**Selection process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates.

**Information on the outcome** – Contributing States will be informed about the outcome of the selection process after its completion.

**Training** – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning>.

**Pre-Deployment Training (PDT)** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

**Data protection** – The EEAS, and its Department CivOpsHQ, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy Statement is available on the EEAS website.

## **V. JOB DESCRIPTIONS**

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

## SECONDED POSITION(S)

<b>Position:</b> Young Professional Expert in Human Resources (Recruitment and Training)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK YPE 001*	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Chief of Staff / Human Resources Division	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Young Professional Expert in Human Resources (Recruitment & Training) reports to the Head of Human Resources Division (HHRD) and is administratively line managed by the Human Resources Training Officer (HRTO).

### 2. Main Tasks and Responsibilities:

- To assist in the management of the end-to-end selection and recruitment processes, ensuring compliance with established procedures and guidelines in consultation and under the supervision of the HHRD;
- Supporting the preparation of Calls for Contributions for international staff and Calls for Applications for local staff;
- Advising and assisting Mission members on Human Resources recruitment policies and procedures, recruitment best practices, and diversity and inclusion;
- Supporting the HR Rotations Team in the execution of extension exercises, the deployment and onboarding of selected candidates and their redeployment in coordination with the CivOpsHQ.
- To assist development and implementation of effective recruitment outreach strategies in attracting qualified candidates for various positions within the Mission in consultation and under the supervision of the HHRD.
- To assist the HRTO in coordinating external and in-Mission training for Mission staff members by providing logistics, administrative and technical support in training implementation and delivery:
  - Supporting the maintenance and amendment of the Mission's training portfolio, including training design, evaluation, coaching and revision;
  - Contributing to the development of digital HR products, such as training and outreach videos, online training courses or social media posts;
  - Liaising with subject matter experts and conducting research for the purpose of developing training courses as tasked.

### 3. 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).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree;

AND

- A minimum of 2 years of professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- People management skills;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Persuading, coaching and negotiating skills;
- Excellent communication skills, both written and oral;
- Proficient computer literacy, especially regarding MS Office applications such as MS EXCEL, Word, Outlook, PowerPoint and other contemporary browser-based presentation application such as Mentimeter, Canva;
- Excellent presentation skills.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas, with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Experience in developing class-room training and e-training courses;
- Familiarity with e-learning systems in international environment;
- Knowledge of different presentation methodologies including contemporary online applications;
- Proficiency with social media and graphic design applications.

<b>Position:</b> Young Professional Expert in the Forensic Medicine Team	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK YPE 002*	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Forensic Medicine Team	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Young Professional Expert reports to the Head of the Forensic Medicine Team (FMT).

### 2. Main Tasks and Responsibilities:

- To assist in performing the routine work of the FMT at the Kosovo Institute of Forensic Medicine (IFM), according to her/his level of education and professional experience;
- To support duties in the forensic anthropology laboratory, including assisting in the preparation of human remains for examination and documentation of findings;
- To support duties in field operations, namely in the search and recovery of skeletal remains;
- To contribute to the compilation, organization and analysis of relevant data related to missing persons cases;
- To assist in the preparation of selected meetings with local counterparts at the IFM and with other relevant counterparts;
- To understand and respect the sensitivity of cases and related information;
- To contribute to the reporting on activities as requested by the Head of the FMT;
- To undertake any other task requested by the Head of the FMT.

### 3. 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 in 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.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in Forensic Anthropology, Biological/ Physical Anthropology, Forensic Archaeology, or other relevant degree;
- AND
- A minimum of 2 years of professional work experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Working knowledge on international standard procedures on recovery, processing and analysis of human skeletal remains;
- Computer literacy;
- Ability to perform in a stressful and demanding environment;
- High motivation.

**6. Desirable Qualifications and Experience:**

- Experience and knowledge with management and analysis of extensive volumes of data;
- Experience in working in a diverse working environment;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position:</b> Young Professional Expert in the Office of the Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK YPE 003*	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Head of Mission	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Young Professional Expert in the Head of Mission Office reports to the Head of the Head of Mission Office and is coordinated by the Senior Political Advisor.

### 2. Main Tasks and Responsibilities:

- To assist the Head of the Head of Mission's Office in managing the work of the Head of Mission Office;
- Support the advisors in the Head of Mission Office in the organisation of events, attending seminars and workshops, and compiling minutes or other notes;
- To carry out research and analysis on issues related to the Mission mandate and priorities within the Head of Mission Office;
- To assist the Senior Political Advisor, Political Officer and other Advisors in the Head of Mission Office in drafting and revising Mission reports, analyses, talking points, briefing materials, speeches, and other related documents;
- To assist in drafting relevant correspondence and other documentation as requested by the Head of the Head of Mission Office.

### 3. 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.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by diploma OR qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in Political Sciences, Law, European Studies, International Relations, Diplomacy or a related field;  
AND
- A minimum of 2 years of professional experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills, and Abilities:

- Very good oral and written command of English;
- Good understanding of the legal and rule of law framework, as well as the politics, culture and history of Kosovo;
- Self-motivated and committed to continuous learning;
- Multicultural understanding;
- Strong drafting and analytical skills;
- Proficient in Microsoft Office applications.

## **6. Desirable Qualifications and Experience:**

- Enrolment in further studies in the above-mentioned areas, leading towards a Master's or Doctorate, or equivalent;
- Knowledge of the functioning of the EU and, in particular, EU Common Security and Defence Policy instruments and actors, including CSDP Missions and Operations;
- Knowledge of the international peace and security framework, actors and main issues, as well as good understanding of the mandate of international and local organisations operating in areas relevant to EULEX Kosovo's mandate in Kosovo.

<b>Position:</b> Young Professional Expert in Mission Support Department	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK YPE 004*	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Young Professional Expert in Mission Support Department reports to the Head of Mission Support Department or an appointed delegate.

### 2. Main Tasks and Responsibilities:

- To support financial, administrative, and operational functions of the organization;
- To assist in budget planning, financial management, and general administrative duties;
- To ensure compliance with financial and operational policies and procedures;
- To assist in logistics, procurement and supply chain processes;
- To maintain financial records, process transactions, and prepare financial reports;
- To coordinate with internal and external stakeholders, including vendors, suppliers financial institutions;
- To contribute to policy development for financial and operational efficiency;
- To support audits and implement recommendations for improvement;
- To identify opportunities for process optimization and resource management;
- To perform other related tasks as required by management.

### 3. 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.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by diploma OR qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in Law, Finance, Business Administration, Accounting, Public Administration, Procurement, or a related field;  
AND
- A minimum of 2 years of professional experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills, and Abilities:

- Strong analytical and problem-solving skills;
- Ability to plan, prioritize, and manage multiple tasks efficiently;
- Familiarity with financial and procurement processes;
- Excellent communication skills, both written and oral;
- Proficiency in relevant software and management systems.

### 6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas, with multinational and international organisations;
- Experience working in a diverse working environment.