



## ADVERTISEMENT

<b>Organisation:</b>	European Union Special Representative for the Belgrade-Pristina Dialogue and other Western Balkan regional issues (EUSR DWB)
<b>Job Location:</b>	Pristina, Kosovo
<b>Availability:</b>	3 <sup>rd</sup> January 2023
<b>Contract Regime:</b>	Full time Local contracted (Kosovo)
<b>Job Titles/Vacancy Notice:</b>	<b>Administrative/Language Assistant (Albanian/English)<sup>1</sup></b>
<b>Deadline for applications:</b>	2 <sup>nd</sup> November 2022, 17:00 Brussels time
<b>Email address to send the Job Application Form/CV:</b>	<a href="mailto:EUSR-DWB@eeas.europa.eu">EUSR-DWB@eeas.europa.eu</a>
<b>Reference in the SUBJECT:</b>	<b>M3/08_ALA_Albanian_IBM</b>

## REQUIREMENTS

- Successful completion of secondary education attested by a Diploma, a B2 level of knowledge of English according to the Common European Framework of Reference for Languages (CEFR) classification system;
- At least five (5) years of relevant professional experience in an international environment;
- Previous work experience on subject-matters relevant to the Belgrade-Pristina Dialogue;
- Possessing institutional memory from an international organization on the Belgrade-Pristina Dialogue process with emphasis on the IBM Technical Protocol (IBM-TP) and Customs Agreement;
- Excellent spoken and written command of the Albanian language;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point), with particular emphasis on editing and lay-out skills;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Punctuality; commitment to quality; attention to detail and nuance; ability to perform under stress; willingness to work flexible working hours; precision and good multi-tasking skills;
- Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity;
- Good interpersonal and communication skills;

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<sup>1</sup> This position is subject to the formal adoption of the Council Decision



- Absolute discretion and trustworthiness;
- Ability to prioritize and manage high workload;
- Desirable:
  - Higher education degree or ongoing higher studies in a related field would be an asset, particularly in the field of Language, Law, Social Sciences or other related university studies;
  - All-round knowledge of Integrated Border/Boundary Management (IBM), Border Management Protocols and Customs Procedures;
  - Proven experience in engaging in and facilitating of cross-border meetings related to international Border/Boundary agreements;
  - Ability to support and motivate local counterparts;
  - Knowledge of the Serbian language would be an advantage;

## **JOB DESCRIPTION**

**Report to:** EUSR-DWB represented by the EUSR DWB Political Advisor in Kosovo, and IBM Advisor

### **Main Tasks and Responsibilities:**

- To ensure the optimal functioning of the IBM-Dialogue Support Team (IBM-DST) and the effective flow of office administration;
- To oversee and undertake appropriate record keeping functions, such as incoming and outgoing correspondence, document filing etc. and maintain an interoffice filing system for the IBM-DST;
- To provide interpreting services from Albanian into English and vice-versa for international staff members as required (meetings, conferences, workshops and operations/investigations etc.), always ensuring strict confidentiality;
- To translate documents from Albanian into English and vice-versa and to provide proof-reading, editing and quality control for translations;
- To arrange and organise meetings with local counterparts at all levels and relevant others as required;
- To prioritize requests for appointments and maintain an appointment/meeting schedule to ensure efficient time management;
- To take minutes at meetings and conferences, as well as prepare draft reports and documents for the IBM Advisor and other representatives of EUSR DWB;
- To receive, prepare and disseminate documentation pertaining to the IBM-DST through the appropriate chain of command;
- To provide administrative/secretarial support to the IBM-DST personnel;
- To collect and collate statistics relating to work of local counterparts (Customs/Police);
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Customs and IBM Advisor and representatives of EUSR DWB;



- To perform research tasks on the subject-matters relevant to the IBM-TP and the Customs Agreement;
- To undertake any other work-related task as requested;

**Specific Tasks and Responsibilities:**

- To support the Customs and IBM Advisor at the operational and strategic level in relation to the Dialogue process between Belgrade and Pristina, with particular focus on the implementation of the IBM Technical Protocol (IBM-TP), including Common Crossing Points (CCPs) and the Administrative Boundary Line (ABL);
- To engage with and support all Border Authorities (Border Police (Police), Customs and Veterinary / Phytosanitary Inspectorates) in the process of normalization between Belgrade and Pristina, with particular focus on the implementation of the IBM-TP, including CCPs and ABL;
- To engage in and assist in facilitating all local, regional and central level meetings and other relevant meetings (e.g. inter-authority, SEED Technical Group) between the Belgrade and Pristina Parties in relation to the IBM- TP;
- To assist in field visits to all CCPs in relation to IBM-TP and Customs Agreement issues;

**ADDITIONAL INFORMATION ON THE SELECTION PROCESS**

- **Deadline for applications** – the deadline for applications is 2nd November 2022, 17:00 Brussels time. Applications submitted after the deadline will not be considered.
- **Application Form** – Applications will be considered only when using the standard Application Form (Annex 2).
- **Selection process** - The candidates considered to be most suitable will be shortlisted. Candidates may be asked to participate in a written test and a competency-based interview by video before the final selection is made.
- **Information on the Outcome** – Candidates will be informed about the outcome of the selection process after its completion.

*The EUSR DWB is committed to achieving gender balance in its staff. Female candidates are strongly encouraged to apply for this position.*