



## EUROPEAN EXTERNAL ACTION SERVICE

**Special Representative for the Belgrade-Pristina Dialogue  
and other Western Balkan regional issues**

### **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>Language Assistant (Serbian/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>	M3/11_LA_Serbian_IBM

### **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 Serbian language;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point), with particular emphasis on editing and layout 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



## EUROPEAN EXTERNAL ACTION SERVICE

### **Special Representative for the Belgrade-Pristina Dialogue and other Western Balkan regional issues**

- Absolute discretion and trustworthiness;
- Ability to prioritize and manage high workload;
- Desirable:
  - o 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;
  - o All-round knowledge of Integrated Border/Boundary Management (IBM), Border Management Protocols and Customs Procedures;
  - o Proven experience in engaging in and facilitating of cross-border meetings related to international Border/Boundary agreements;
  - o Ability to support and motivate local counterparts;
  - o Knowledge of the Albanian language would be an advantage;

### **JOB DESCRIPTION**

**Report to:** EUSR DWB represented by the EUSR DWB Political Advisor in Kosovo, the BM Advisor

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

- To provide interpreting services from Serbian 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 Serbian 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 take minutes at meetings and conferences, as well as prepare draft reports and documents for the Customs and IBM Advisor and other representatives of EUSR DWB;
- 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



## EUROPEAN EXTERNAL ACTION SERVICE

### Special Representative for the Belgrade-Pristina Dialogue and other Western Balkan regional issues

- 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.*