

## Guidelines for Application and Basic Requirements Extraordinary Call for Contributions for EULEX KOSOVO

<b>Organisation:</b>	EULEX KOSOVO
<b>Job Location:</b>	Balkans Region (Kosovo)
<b>Contract Regime:</b>	Seconded by Contributing States or Seconded / Contracted* Employment regime is indicated in each job description
<b>Job Titles/Vacancy Notice:</b>	Please refer to the Job descriptions
<b>Deadline for applications:</b>	<b>11 February 2010</b>
<b>How to apply:</b>	<p>Interested candidates should use the standard application form (Annex II), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. In case more are received by the same candidate only one will be considered, the one submitted through the national authorities being given priority.</p> <p>Completed forms should be sent to the following email <b>only</b>. Please <b>DO NOT SEND</b> to any other addresses. No further documentation is necessary.</p> <p><b>General Secretariat of the Council, Civilian Planning &amp; Conduct Capability (CPCC)</b> <b>E-mail: cpcc-kosovoforgen@consilium.europa.eu</b></p>
<b>Information:</b>	<p>Additional information can be obtained from the EULEX KOSOVO website (<a href="http://www.eulex-kosovo.eu">http://www.eulex-kosovo.eu</a>) or over the following contacts:</p> <p>For questions from national authorities:</p> <p style="padding-left: 40px;">EULEX KOSOVO Attn. Ms. Antigone Marana Tel: +32 (0)2 281 ext. 2630 <a href="mailto:antigone.marana@consilium.europa.eu">antigone.marana@consilium.europa.eu</a></p> <p>For questions from individual applicants:</p> <p style="padding-left: 40px;">EULEX KOSOVO / Personnel Office Tel: 381 (0) 38 222 010 ext. 8878, 8933, 8932, 8931 <a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></p>
<b>Citizenship:</b>	Only applicants from European Union (EU) Member States, Contributing Third States <sup>1</sup> are eligible. Applications from Third States are subject to the conclusion of formal agreements.
<b>Secondment:</b>	All candidates wishing to apply for a seconded regime will have to apply through their respective national authorities. The normal tour of duty of seconded personnel should be no less than one year.
<b>Remuneration:</b>	The current daily allowance paid to seconded staff from EU Member States is regulated by Council Note 7291/09 (10 March 2009). Salaries for International contracted staff are depending on qualifications and are regulated by a classification/salary scale endorsed by the Commission Communication in force C(2009) 9502 of 30 November 2009. No information about individual salaries can be given at this point as these would have to be calculated.

\* International staff contracted by the Head of Mission

<sup>1</sup> Canada, Croatia, Norway, Switzerland, Turkey and United States

## **A. Essential requirements**

**Citizenship** – Citizenship of an European Union (EU) Member State, a Contributing Third State, and full rights as a citizen.

**Integrity** – Staff members must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. They will under no condition provide or discuss any Mission-related information or document that comes to them as a result of their access to classified and/or sensitive information. They shall carry out their duties and act in the best interest of the Mission.

**Negotiation Skills** – The staff members must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility and adaptability** – The staff members need to be able to work under arduous conditions and with a limited network of support. They must be able to cope with extended periods of separation from their family and usual environment.

**Physical and mental health** – The staff members must be physically fit and without any medical or mental problems, or any substance dependency which may impair their operational performance in the Mission. Selected personnel should, in principle, be under the normal age of retirement in EU Member States.

**Ability to communicate effectively in English** – Mission members must be fully fluent in written and spoken English. Excellent reporting skills are especially important.

**Computer Skills** – Skills in word processing and spreadsheets are essential. Knowledge of other IT tools will be an asset.

## **B. Recommended requirements**

**Knowledge of the EU Institutions** – To have a sound knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

**Knowledge of the Balkans** – To have a sound understanding of the history, culture, and socio-political situation of the region, as well as of police, judicial and governmental structures.

**Language skills** – knowledge of local languages would be an asset.

## **C. Essential documents and requirements for the selected candidates**

**Passport** – The candidates must obtain a passport from their respective national authorities.

**Visas** – Seconded members may obtain a transit visa as appropriate.

**Security clearance required** – To have or obtain a national security clearance of the level indicated in the respective job description

**Certificate/Booklet of vaccination** – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

**Medical certificate** – To be in possession of a valid certificate declaring the staff member fit for the Mission.

**Driver's licence** – To be in possession of a valid civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle.

## **D. Additional information on the selection process**

**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** – Within the framework of the selection procedure, the candidates considered to be the most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

**Information on the outcome** – Candidates will be informed about the outcome of the selection process only once the process is completed.

**The EU strives for an improved gender balance in ESDP operations, in conformity with UNSCR 1325.  
Female candidates are encouraged to apply.**

## **JOB CLASSIFICATION FOR EULEX KOSOVO**

This classification comprises four categories with a number of levels for each category, namely:

- Strategic Management (3 levels)
- Upper/Middle Management and Authority (3 levels)
- Operational (3 levels)
- Technical (1 level)

### **Category I – Strategic Management**

Positions under Category I assume the responsibility to coordinate and set directions for the Mission's operations with an overall impact in the Mission or at least one of its components. Therefore, staff members under Category I are required to possess substantive knowledge of the functioning of the EU, in particular the Common Foreign and Security Policy and European Security and Defence Policy, and have experience in national and/or international assignments in planning and assisting crisis management missions. Staff members under Category I will have an Advanced University degree. Diplomatic background will be desirable for the first two levels.

**Level 1** – Corresponds to the Head of Mission

**Level 2** – Corresponds to the Deputy Head of Mission

**Level 3** – Corresponds to the Heads of Mission Components (Justice, Police, Customs), the Head of the Private Office and the Head of Administration.

### **Category II – Upper/Middle Management and Authority**

Positions under Category II require professional competence gained through an Advanced University degree and progressively responsible professional experience stemming from a minimum of 5 years of experience in a managerial position and 10 years of overall professional experience.

By "Authority" is meant a set of positions that, although not managerial in nature, entail a high degree of responsibility and authority. This is the case for judges, prosecutors, senior advisors and similar positions.

**Level 1** – This level includes Upper Management. These positions require the ability to manage a diverse and multi-disciplinary team that contains a relatively high number of posts. Holders of these positions should possess expertise in the main area of activity and an in-depth understanding of all the areas of activity within the team. In this level are included Deputy Heads of Component and Heads of Branches.

**Level 2** – Positions of special authority are included in this level, such as judges and prosecutors. Managerial positions that are somewhat in between Levels 1 and 3 are also included.

**Level 3** – This level comprises the middle Management. These positions require the ability to manage a relatively diversified team within a given area of activity as well as a strong competence in the main field of activity. In this level, Chiefs of Section, Unit Coordinators and Team Leaders are included. Non-managerial positions with a certain degree of authority and responsibility are also included, such as senior advisors.

### **Category III – Operational**

Positions under Category III require the competence to perform operational tasks with an acceptable degree of independence and initiative. The professional competence required is achieved through a University (or equivalent, such as Police Academy) Degree and a minimum number of years of professional experience in a relevant field according to each Level.

**Level 1** – The position requires at least 10 years of professional experience related to the post as well as substantial experience in Crisis Management Missions. It corresponds to a Senior Professional.

**Level 2** – The position requires at least 5 years of professional experience related to the post. It corresponds to a Middle-Rank Professional.

**Level 3** – At least 3 years of professional experience related to the post. It corresponds to a Junior Professional.

**Category IV – Technical**

Positions under Category IV require a technical competence acquired through Vocational Education and Training or through specialized Upper Secondary education. The required level of competence demands proven experience in relevant jobs and tasks for at least 5 years.

This category will be composed of one single level.

# EULEX KOSOVO– Extraordinary Call for Contributions

## Job Descriptions

HoM Office

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Title: **Risk Manager – EK 0020**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

**Expected deployment: IMMEDIATE** Category: II Level: 2

He/she reports to the Head of Mission.

### Job Description

- To perform checks by sampling financial transactions and administrative decisions in the relevant sectors
- To follow-up individual selected cases, investigating their compliance with current EC Administrative regulations, rules and procedures in depth and analyzing the reasons of potential problems
- To present findings and recommendations in a written report
- To identify risks and evaluate the adequacy of the follow-up of procedures in order to determine the most appropriate methods of controls
- To undertake any other related tasks as required by the Head of Mission.

### Job Requirements

- University degree of at least four years duration in Audit, Economics, Finance, Accounting or Banking and Insurance.
- A minimum of 3 years professional experience specifically related to Audit or accountancy and/or banking. Previous experience in the EU-Institutions would be an asset.
- Excellent analytical, research and problem-solving skills.
- Excellent writing skills
- Knowledge of EC Administrative regulations, rules and procedures
- Ability to operate Windows, including MS Office and extremely confident with spreadsheets, or PC based budget, accounting or Human Resource systems.
- To be in possession of security clearance at the level of EU Confidential

Administration

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Title: **Administration Officer – EK 0133**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **2** Pending vacancies: **0**

**Expected deployment: IMMEDIATE** Category: III Level: 1

He/she reports to the Director of Administration and Support (DAS).

### Job Description

- To provide administrative support in specific matters, as directed by the DAS.
- To attend regularly scheduled meetings with Chiefs of Section in Administration for the exchange of pertinent information in order to inform the DAS on the status of projects.
- To act as focal point in the coordination of tasks, especially those involving the cooperation between various units and components of the mission.
- To liaise with Chiefs of Components in various issues, as instructed by the DAS.

- Upon request of the DAS, to represent Administration during contacts with other EULEX components, relevant international and local organizations and local authorities.
- To participate in the development of policies and guidelines and provide the relevant input.
- To perform any other tasks duly as required by the DAS.

### Job Requirements

- University Degree of at least 4 years duration in Business Administration, Social Sciences, Economy, Law, Public Administration, Finance/Accounting or equivalent relevant professional education
- At least 5 years of work experience in Administration, and preferably at least 2 in an international organization
- Previous Mission experience, particular in a similar position, would be an advantage.
- Thorough understanding of Admin procedures in international organizations.
- Excellent drafting and reporting skills
- Absolute discretion, reliability and trustworthiness.
- Ability to work to tight deadlines with minimal supervision
- To be in possession of Security Clearance at the level of EU Confidential.

### Administration

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Title: **Contract Manager – EK 0132**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **3** Pending vacancies: **0**

**Expected deployment: IMMEDIATE**

Category: III Level: 2

Under the general supervision of the Head of Administrative Services the incumbent will report to the Planning Coordinator.

### Job Description

- To ensure overall supervision of specific contracts once they are completed by the procurement section, follow-up the implementation of projects; monitor the performance of contractors and the respect of contractual obligations (via management and monitoring meetings, periodic reviews, evaluations, audits etc.)
- To participate as required in the launching, managing and monitoring of contracts and tenders and the subsequent evaluation and selection process.
- To advise, in accordance with the relevant rules and regulations, on solutions when exceptional circumstances arise such as breaching and termination of contracts, etc.
- To propose to the Head of Administrative Services procedures, policies and guidelines to improve the efficiency of Contract and Project management.
- To act as a focal point with respect to all contract matters pertaining to the Department of Administration, and to assist in the development of internal guidelines and Standard Operating Procedures.
- In close coordination with the task officer, to participate, as required, in the process of acceptance of goods, services and works in accordance with the conditions defined within the specific contract being accepted
- To reply to requests from Brussels HQ and the administrative sections within in the Mission in all contract-related matters.
- To undertake any other related tasks as required by the Head of Administrative Services.

### Job Requirements

- University Degree of at least 4 years in a relevant field or equivalent professional education in matters related to Contract or Project Management.
- A minimum of 5 years of overall professional experience, of which at least 3 in a relevant field, e.g. Administration, preferably in international organizations.
- Excellent interpersonal and communications skills.
- Excellent drafting skills.
- Familiarity with EU policies will be an asset.

- To be in possession of security clearance at the level of EU Confidential

Administration

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Title: **Verification Officer – EK 0134**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **3** Pending vacancies: **0**

**Expected deployment: IMMEDIATE**

Category: III Level: 2

The incumbent reports to the Director of Administration and Support.

### Job Description

- To perform, in coordination with Finance Unit and Mission Components, Ex-ante checks put in place by the Authorising Officer responsible to verify operational and financial aspects of each operation.
- To control that each expense is in line with criteria of eligibility as well as with each requisite and regulation referred to in the Mission Contract (Financial Regulations, Guide to missions, European Commission's Communication related to the employment of personnel, local labor law, European Commission's note on representation expenses etc.).
- To check and confirm, under the supervision of the Authorising Officer and prior to the initial launch of any tender procedure and before the signature of contracts, that the Practical Guide to Contract Procedures for EC external actions is duly respected.
- To define and implement, with the aim of informing Project Managers and Task Officers from Mission components, to a regular training schedule on the authorising and validation process.
- To undertake any other related tasks as required by the Authorising Officer

### Job Requirements

- University degree of at least 4 years duration in Audit, Economics, Finance, Accounting or Banking and Insurance.
- A minimum of 5 years experience specifically related to Audit or Project Management or accountancy and/or book-keeping. Previous experience in the EU-Institutions would be an asset.
- Excellent analytical, research and problem-solving skills.
- Excellent drafting skills
- Ability to operate Windows, including MS Office and in special extremely confident with spreadsheets, or PC based budget, accounting or Human Resource systems
- To be in possession of security clearance at the level of EU Confidential

Administration

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Title: **Planning Coordinator – EK 0131**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

**Expected deployment: IMMEDIATE**

Category: II Level: 2

He/she reports to the Head of Administrative Services and will be the Chief of the Planning Coordination and Contract Management Unit.

### Job Description

- To identify and compile the Mission's needs, in coordination with Mission components, specifically with regard to large projects that are to be procured through competitive tendering.
- To provide market surveys and costs estimates in relation with the assessment of Mission's needs
- To issue and update the procurement plan in coordination with the Procurement Unit (schedule excluded).

- To provide the Finance Unit with all input necessary for both the treasury forecast and budget as a result of the consultations with the Mission's components and upon compilation of the procurement plan and market surveys.
- To define and implement a training schedule for Project Managers from Mission components in order to assist those individuals in assessing the needs of their respective components.
- To allocate projects between Contract Managers and supervise them in the implementation of their contracts.
- To undertake any other related tasks as required by the Head of Administrative Services.

### **Job Requirements**

- University Degree of at least 4 years in a relevant field and extensive education in matters related to Contract or Project Management.
- A minimum of 10 years of overall professional experience, of which at least 5 in a relevant field.
- A minimum of 5 years management experience.
- Excellent interpersonal and communications skills.
- Excellent drafting skills
- Experience in the field of Administration, preferably in international organizations.
- Familiarity with EU policies will be an asset.
- To be in possession of security clearance at the level of EU Confidential