



Informal and Indicative Advertisement
for a Possible ESDP Mission in Kosovo

Organisation:	ESDP Kosovo (subject to a Council Joint Action)
Job Location:	Balkans Region (Kosovo)
Availability:	As marked separately in each job description
Contract Regime:	Seconded by Contributing States or contracted
Job Titles/Vacancy Notice:	Please refer to the annexed document
Deadline for applications:	16 November 2007
How to apply:	<p>Interested candidates should use the standard application form (Annex II), in which they can list up to 3 positions for which they want to apply and rank them in order of priority. Multiple applications by the same candidate will be discarded. No more than 3 priorities will be taken into account. It is essential that both the job title AND the corresponding reference number are clearly marked in the application form.</p> <p>Completed forms should be sent to the following two addresses by email only. Please DO NOT SEND to any other addresses. No further documentation is necessary.</p> <p>General Secretariat of the Council, Civilian Planning & Conduct Capability (CPCC) E-mail: cpcc-kosovoforgen@consilium.europa.eu</p> <p>and with a copy to:</p> <p>European Union Planning Team in Kosovo (EUPT Kosovo) E-mail: International.Vacancies@eupt-kosovo.eu</p>
Information:	<p>Additional information can be obtained from our website www.eupt-kosovo.eu or directly from the General Secretariat of the Council, and / or the EUPT Kosovo HR/Personnel Office:</p> <p>Ms. Cristina Meuller, CPCC, Mission Support Unit Email: cristina.meuller@consilium.europa.eu or esdp.hr@consilium.europa.eu Tel: +32-(0) 2-281-3880 Fax: +32-(0) 2-281-3135 Rue de la Loi 175 B-1048 Brussels</p> <p>or,</p> <p>EUPT Kosovo HR/Personnel Office e-mail: HumanResources@eupt-kosovo.eu Tel: +32 (0)2 281 ext. 2630 Tel: + 381 (0)38 5139 ext. 310, 321, 366, 377 or 382 Fax: + 381 (0)38 5139 333</p>
Citizenship:	Only applicants from EU Member States or from one of the Third States that have been identified as possible contributors to the possible ESDP Mission in Kosovo (Australia, Canada, Croatia, Iceland, New Zealand, Norway, Russia, Switzerland, Turkey, Ukraine and the United States) are eligible. At this point, all applications from Third States remain subject to the conclusion of formal agreements.
Remuneration:	The current daily allowance paid to seconded staff is regulated by Council Note 14239/06 of 19 October 2006 (amounting to about 3000, EUR per month in Kosovo). Salaries for contracted staff are depending on qualifications and are regulated by a classification/salary scale endorsed by the Commission (the Communication in force is C(2004)2984 of 6 August 2004). No information about individual salaries can be given at this point as these would have to be calculated.

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A. Essential requirements

Citizenship – Citizenship of a Member State of the European Union (EU) or of one of the Third States that have been identified as possible contributors (Australia, Canada, Croatia, Iceland, New Zealand, Norway, Russia, Switzerland, Turkey, Ukraine and the United States – subject to formal agreements to be concluded) 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 French and 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 of "EU SECRET" or equivalent.

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 – The most suitable candidates will be short-listed and invited for an interview 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.