

Position: Young Professional Expert in Mission Support Department	Employment Regime: Seconded	
Ref. Number: EK YPE 004*	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: N/A	Open to Contributing Third States: 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.