

Position: Young Professional Expert in the Office of the Head of Mission	Employment Regime: Seconded	
Ref. Number: EK YPE 003*	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Head of Mission	Security Clearance Level: N/A	Open to Contributing Third States: NO

1. Reporting Line:

The Young Professional Expert in the Head of Mission Office reports to the Head of the Head of Mission Office and is coordinated by the Senior Political Advisor.

2. Main Tasks and Responsibilities:

- To assist the Head of the Head of Mission's Office in managing the work of the Head of Mission Office;
- Support the advisors in the Head of Mission Office in the organisation of events, attending seminars and workshops, and compiling minutes or other notes;
- To carry out research and analysis on issues related to the Mission mandate and priorities within the Head of Mission Office;
- To assist the Senior Political Advisor, Political Officer and other Advisors in the Head of Mission Office in drafting and revising Mission reports, analyses, talking points, briefing materials, speeches, and other related documents;
- To assist in drafting relevant correspondence and other documentation as requested by the Head of the Head of Mission Office.

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 Political Sciences, Law, European Studies, International Relations, Diplomacy 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:

- Very good oral and written command of English;
- Good understanding of the legal and rule of law framework, as well as the politics, culture and history of Kosovo;
- Self-motivated and committed to continuous learning;
- Multicultural understanding;
- Strong drafting and analytical skills;
- Proficient in Microsoft Office applications.

6. Desirable Qualifications and Experience:

- Enrolment in further studies in the above-mentioned areas, leading towards a Master's or Doctorate, or equivalent;
- Knowledge of the functioning of the EU and, in particular, EU Common Security and Defence Policy instruments and actors, including CSDP Missions and Operations;
- Knowledge of the international peace and security framework, actors and main issues, as well as good understanding of the mandate of international and local organisations operating in areas relevant to EULEX Kosovo's mandate in Kosovo.