

**EULEX KOSOVO**  
**Eleventh Call for Contributions**  
**Annex I - Job Description**  
**Re- advertisement of Chief of Staff - EK 0003**

Office of Chief of Staff  
Office of Head of Mission

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Title: **Chief of Staff– EK 0003**

Employment regime: **Seconded**

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

Category: **I** Level: **3**

The Chief of Staff reports to the Head of Mission.

### **Job Description**

- To supervise, coordinate, and manage the Office of Chief of Staff of the EULEX Mission.
- To direct, communicate and co-ordinate internally with Heads of Mission Components and externally with appropriate International Agencies, including decision memoranda.
- To identify, assign and take appropriate action on incoming requests and correspondence within the HoM Office.
- To oversee the correspondence process to ensure timely and appropriate responses.
- To ensure drafting of reports and other correspondence on behalf of the HoM.
- To ensure that documents, reports and letters are prepared for the HoM.
- To request information and briefing materials for HoM, including documents for use with external agencies and interlocutors.
- To attend internal and external meeting with and on behalf of HoM in order to obtain information for onward transmission to HoM or elsewhere internal/external to the mission.
- To ensure assignments are properly tasked and receive proper follow up.
- To communicate to HoM the status of action items, projects, and/or any other activity to HoM's office.
- To ensure effective communication between Mission Components, Mission Administration and Office of Chief of Staff.
- To be the central point of entry for communication between EULEX and CPCC.
- To perform any other duties as assigned by the HoM.

### **Job Requirements**

- University Degree in Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or academic training relevant to the specific post.
- A minimum of 5 years of experience in a similar position.
- International experience preferable, particularly in crisis area with multi-national and international organisations, ideally in a political advisory mission.
- Experience in matters relating to the Balkans, particularly with Kosovo is an asset. Knowledge of the language, history, culture and the social and administrative structures of Kosovo are an advantage.
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol.
- Experience in liaison with police, the judiciary, prosecution and customs authorities (desirable).
- To be in possession of security clearance at the level of EU Secret