

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE
<u>Job Location:</u>	European Union Office in Kosovo, Pristina
<u>Job Number:</u>	301349
<u>Area of activity:</u>	Rule of law
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose: Under the direct supervision of the Head of Section and/or Head of Office (HoO), to evaluate the current attitudes towards civil registration all over Kosovo including the northern municipalities; to monitor, mentor and advise on information flow for integration of Civil Status Registers to the Central Registry Database in order to establish fully reliable, comprehensible and sustainable civil registry in Kosovo. To assist the Head of Section in co-ordinating the sub-section's activities, where required.

Functions and Duties:

POLICY DEVELOPMENT - Contribution to policy development

- To monitor, mentor and advise on issues related to all information flows of Central Registry like but not limited to data collection, archiving, data transfer, inquiries, tracking systems, information of lost documents to borders, information to embassies, requests release of data, civil status certificates, business flows in the municipalities, data security, empty desk policy, security;
- To monitor, mentor and advise on the return of the civil documents from Serbia and particularly the usage of certified copies from Serbia and appropriate integration of data in the central database;
- To monitor, mentor and advise, if needed, on promotion of the registration of the population and to keep the civil status register updated all over Kosovo including the northern municipalities;
- To provide expertise and information when assessing Kosovo's progresses in issues related with the visa dialogue, especially in secure documents, civil registration and personal data protection;
- To promote the benefits on wide and open use of the civil registers;
- To undertake any other related tasks as requested by the Head of Section.

INTERNAL COMMUNICATION (general) - Reporting to Headquarters

- To identify best practice and lessons learned within the field of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.

INSTITUTION REPRESENTATION and NEGOTIATION - representation activities

- To contribute in his/her field of expertise to the EU Office mandate implementation by monitoring, mentoring and advising the Civil Registry at a strategic level;
- To liaise closely with the EU funded projects in the area of support to the Kosovo Civil Registry;

- To liaise, as appropriate, with other external stakeholders;
- To provide expert contribution to the work of the Legislative Review Mechanism with a view of helping establishing the EU-wide coordinated position on any legislative initiative by the government of interest for the EU (including by-laws).

Job Requirements

<u>Education and Training:</u>	Successful completion of a full course of university studies of at least 4 years, attested by a degree in Public Administration or other related university studies OR having obtained educational qualification of the second cycle in Public Administration or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Master's Degree; OR having obtained educational qualification in Public Administration or other related university studies equivalent/referenced to level 7 in the European Qualifications Framework.
<u>Knowledge and Experience:</u>	<ul style="list-style-type: none"> -A minimum of 10 years of relevant professional experience after having fulfilled the educational requirements, including minimum 5 years of experience in Public Administration; -Previous experience in Population registration systems; -Knowledge of Civil Status and Civil registration systems; -Experience of designing and delivering training; -International experience, particularly in crisis areas with multi-national and international organisations; -Knowledge of EU institutions, related decision processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes.

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English is required. Knowledge of German and/or French is an advantage. Knowledge of the (official/working) language of the host country (or of the region) is an advantage.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Very good communication skills, both written and oral.
<u>Interpersonal skills:</u>	Teamwork and coordination. Proven ability to mentor and motivate local counterparts.
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
<u>Management skills:</u>	

Personal Qualities

Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.