

Vacancy and Job Description

Division/1st Level Department	Department/Unit	Region	Position Reference	Generic Pos. Ref.	Position Title	Vacancies
Monitoring Pillar	Serbian Language Pool	Mitrovica/ Pristina	EKLS 40608	LS0001	Administrative/Language Assistant (Serbian-English)	1
Office of the Head of Mission	Head/Deputy Head of Mission Secretariat	Pristina	EKLS 40001	LS0009	Political Officer	1

Title: **Administrative/Language Assistant (English/Serbian)**

Ref. no: **LS 0001**

Region: **Pristina, Mitrovica**

Grade: **3**

He/she reports to their designated supervisor

Main Tasks and Responsibilities:

- To assist the Members of the assigned Unit/Office with the daily tasks;
- To ensure the optimal functioning of the Unit and the effective flow of office administration;
- To prioritize requests for appointments and maintain an appointment/meeting schedule to ensure efficient time management;
- To receive, prepare and disseminate documentation pertaining to the Unit through the appropriate chain of command;
- To provide administrative/secretarial support to the Unit personnel;
- To oversee and undertake appropriate record keeping functions such as incoming and outgoing correspondence, document filing, etc. Maintain an interoffice filing system for the Unit etc;
- To liaise with other officials within the Mission on issues or topics as delegated;
- To arrange official meetings, receive visitors and delegations, organize visitors' programs, draft minutes, invitations, follow up activities, etc;
- To provide interpreting and translation services into and from English upon request;
- To move location when required to provide cover for absent colleagues;
- To undertake any other work-related task as requested.

Job requirements:

- Completed secondary education attested by a Diploma, a B2 level of knowledge of English according to the Common European Framework of Reference for Languages (CEFR) classification system. Completed or ongoing higher education in a relevant field would be an asset;
- A minimum of two (2) years of relevant work experience, preferably as an administrative assistant to a higher level, fast-paced office. Previous experience in an international environment would be an advantage;
- Excellent spoken and written command of Serbian essential. Working knowledge of Albanian would be an asset;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Punctuality; commitment to quality, ability to perform under stress; attention to detail; solid work ethics; willingness to work flexible working hours;
- Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity;



- Good interpersonal and communication skills;
- Absolute discretion and trustworthiness;
- Ability to prioritize and manage high workload.

Title: **Political Officer**

Ref. no: **LS0009**

Region: **Pristina**

Grade: **2**

The Political Officer reports to the Political Advisor.

Main Tasks and Responsibilities:

- To advise, support and assist the Political Advisor with political activities relevant to the Mission;
- To monitor political developments in Kosovo and in the region that may impact on the work of the Mission and provide analysis;
- To monitor and advise on improper political influence on Rule of Law institutions;
- To prepare summaries and reports on political issues as requested;
- Maintain contact with and monitor actions by governmental officials, representatives of local and international organisations regarding issues of concern to the Mission;
- To assist with organising official visits according to established protocol;
- To undertake any other tasks required on behalf of the Political Advisor.

Job Requirements:

- A University degree (three years) in Political Science, International Relations, Diplomacy, Law, Social Sciences or in any other relevant field;
- A minimum of three (3) years of relevant work experience;
- Fluency in written and spoken English essential;
- Knowledge of Albanian or Serbian is essential. Knowledge of an additional Kosovo local language would be an advantage;
- Excellent knowledge of Kosovo institutions and thorough understanding of the social and political context;
- Strong analytical skills;
- Ability to present information in a clear and relevant manner and provide innovative ideas about a relevant subject (e.g. ability to write clear, concise reports and summaries of meetings);
- Ability to perform under stress; willingness to work flexible working hours; good multi-tasking and organisational skills;
- Outstanding interpersonal and communications skills, as well as respect for national and cultural diversity;
- Ability to deal with sensitive information discreetly and confidentially;
- Valid driving licence of B category.