



International Civilian Office/EU Special Representative

Terms of Reference (TOR)

1.	Position title: VA Number:	Field Presence Coordinator IS042
2.	Category/Grade:	Category 1
3.	Unit/Office/Section:	Community Affairs Unit
4.	Duties and responsibilities:	<p>ICO has four Regional Offices located throughout Kosovo that bear primary responsibility for collecting information, as well as implementing regional activities related to ICO's mandate with a focus on Community Affairs.</p> <p>The Field Presence Coordinator coordinates activities in the regions, ensuring a uniform policy approach across Kosovo. He/she works under the direct supervision of the Head of Community Affairs Unit and will be located at the ICO/EUSR Headquarters in Pristina. The incumbent</p> <ul style="list-style-type: none"> • Directs day-to-day operations, including relevant administration of the regional offices in Gjilan/Gnjilane, Prizren/Prizren, Pejë/Pec and Prishtinë/Pristina in close coordination with the Head of Community Affairs. • Supervises and coordinates the four Team Leaders in the Regional Offices • Liaises with and travels frequently to the regions and maintains day-to-day contact with the Team Leaders, Field Officers and Administrative Assistants in each Office • Establishes tasks from Headquarters to Regional Offices and supervises the determination and implementation of Regional Office work plans. • Coordinates reporting and ensures an efficient flow of information in both directions. • Supports the Head of Community Affairs Unit in coordination within Headquarters. Directly liaises with Head of Administration Unit, Human Resources Section and Office Security Unit for all questions related to resources, administration and security. • Reviews and proposes operational and management decisions with the objective to increase the efficiency of the Regional Offices from an administrative point of view. • In close coordination with relevant Units/Sections ensures that all security, logistics, building services, transport, IT and communication equipment is kept up-to-date and in a state of operational readiness. Prepares all related reports, including figures, statistics, inventories and analysis of current and future requirements. • Provides training and daily assistance to the administrative staff of the regional offices on administrative, personnel and finance matters. Assists in providing training of other ICO/EUSR staff.
5.	Qualifications and Experience:	<ul style="list-style-type: none"> • University degree in Public Administration, Project Management, Business Administration, Social Sciences, Economy, Law or equivalent academic or professional training.

- A minimum of 5 years of progressive professional experience in a specific administrative field (e. g. management, finance, human resources, and logistics) combined with having served as a manager of a multi-disciplinary administration unit.
- International experience, particularly in crisis areas with multi-national and international organizations.
- Demonstrable organizational and coordination skills.
- Management and supervisory experience. Proven experience in team leadership.
- Flexibility and ability to work under pressure and with limited time frames.
- Excellent computer skills.
- Experience of establishing offices or mission components (desirable). Knowledge of EU CFSP and/or ESDP administrative procedures (advantage).
- Possession of a valid driving license and ability to drive using manual transmission.