



## International Civilian Office/EU Special Representative

### Terms of Reference (TOR)

1.	<b>Position title: VA Number:</b>	Deputy Head of Economic and Fiscal Affairs Unit IS069
2.	<b>Category/Grade:</b>	Category 1
3.	<b>Unit/Office/Section:</b>	Economic and Fiscal Affairs Unit
4.	<b>Scope of the Position:</b>	Under the guidance of the Head of Unit, to exercise management functions as delegated by the Head of Unit, and to assist the latter in leading and managing the Economic and Fiscal Affairs Unit of eleven staff members (7 internationals and 4 locals), monitoring and assuring the implementation of the Kosovo Status Settlement in vital areas for the socio-economic development and stability of Kosovo, with particular reference to Annexes III, VI, VII and IX and thereby contributing to the overall objectives and duties of the ICR/EUSRp
5.	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Exercise management functions in the Economic and Fiscal Affairs Unit as delegated by the Head of Unit.</li> <li>• Under the guidance of the Head of Unit, and in the areas identified by the of the Head of Unit, exercise the following functions:</li> <li>• Monitor the implementation of the Kosovo Status Settlement provisions related to economic, fiscal and property issues as expressed in the General principles, <i>inter alia</i> monitor that Kosovo functions as an open market economy with free competition and pursues economic, social and fiscal policies necessary for a sustainable economy and sets up a fiscal surveillance mechanism in cooperation with the European Commission and the IMF;</li> <li>• Monitor Kosovo's adoption of one currency as legal tender, the functioning of an independent central banking authority and the establishment of independent market regulatory bodies;</li> <li>• Monitor the allocation to Kosovo of its share of the international debt currently serviced by Serbia to be determined through negotiations or by an international arbitrator;</li> <li>• Monitor and ensure the effective implementation of provisions relating to property and archives, including the transfer of ownership rights in publicly-owned enterprises (POEs) to Kosovo and in certain cases to municipalities, the implementation by the authorities of international principles of corporate governance and liberalization, progress in the privatization of socially-owned enterprises (SOEs) by the Privatization Agency of Kosovo (PAK) and of POEs by the government of Kosovo (GoK) and the settlement of property claims to be carried out by the Kosovo Property Agency (KPA);</li> <li>• Advise and support the ICR/EUSR on his appointments of internationals in the economic sphere, including to the Boards of the Privatization Agency of Kosovo (PAK), the KPA and the Kosovo Pensions and Savings Trust (KPST), as well as the Auditor General of Kosovo;</li> <li>• Advise the ICR/EUSR on his required consent to appointments by the GoK to key positions in the economic sphere (Director General of Customs Service, Director of Tax Administration, Director of the Treasury and Governor of the Central Bank of Kosovo);</li> <li>• Monitor and help ensuring the gradual approximation of the economic legal framework towards the <i>acquis</i> of the European Union;</li> </ul>

		<ul style="list-style-type: none"> <li>• Provide general advise to the ICR/EUSR and the GoK on relevant issues of economic policy;</li> <li>• Support the ICR, in the area of economic matters, in his duties in effectively co-ordination with other international stakeholders.</li> </ul>
6.	<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• Advanced university degree in economics, business, international relations, law, or relevant related matters;</li> <li>• A minimum of 5 years of working experience in a policy analysis and implementation position in a national, and preferably partly in an international context;</li> <li>• Profound knowledge of concepts related to the formulation of fiscal, industrial and social policies; including the development and analysis of government budgets;</li> <li>• Very good knowledge and understanding of the main features and policy challenges in European transition economies, in particular of the economic and general political situation in Kosovo, and of EU policies and EU Institutions, particularly related to economic and pre-accession matters;</li> <li>• Excellent communication (English language), leadership and relationship skills</li> <li>• Adequate experience in management; including personnel responsibility</li> </ul>