

**CIVILIAN JOB DESCRIPTION  
HQ KFOR  
HUMAN RESOURCES MANAGEMENT OFFICE**

**PART I – JOB IDENTIFICATION**

<b><u>Post no.:</u></b>	KHQ GSA 0040		
<b><u>Headquarters:</u></b>	HQ KFOR		
<b><u>Branch:</u></b>	CG		
<b><u>Section:</u></b>	POLAD		
<b><u>Unit:</u></b>	Office of the NATO Political Advisor		
<b><u>Job title:</u></b>	POLAD EXECUTIVE ASSISTANT		
<b><u>Nationality:</u></b>	National or legal resident of Kosovo		
<b><u>Date of validation:</u></b>	28 Feb 2025	<b><u>Service:</u></b>	Civilian
<b><u>Duty location:</u></b>	Pristina	<b><u>Grade:</u></b>	LCH-7

**PART II – DUTIES**

**A. POST CONTEXT:**

Office of the NATO Political Advisor advises the KFOR Commander on political developments, ensuring operations align with NATO objectives and support peace and stability in Kosovo. It supports KFOR HQ internal work strains with assessments and research related to political perspectives on operational affairs. It supports KFOR Commander in Key Leader Engagement (KLEs) and liaises with POLAD counterparts in HHQs for Situational Awareness (SA) and ensure unity of effort. The Executive Assistant liaises with external interlocutors and organizations and function as executive assistant to the POLAD office in support of its daily activities.

**B. REPORTS TO:**

Chief Political Advisor(POLAD) / Deputy Political Advisor(POLAD)

**C. PRINCIPAL DUTIES:**

1. Liaises with KFOR's interlocutors and counterparts in international organizations.
2. Coordinates, plans, books and supports meetings with external interlocutors, such as but not limited to local institutions, political entities, other International Organizations and embassies, maintaining relations with their respective protocol offices. When directed, organizes the entire set of administrative arrangements in support of activities such as conferences.
3. Researches, prioritizes, and follows up on topics addressed to the KFOR POLAD Office. Determines and recommends appropriate course of action, referral, or response.
4. Manages administrative office-operations and procedures, in close coordination with and in support of the KFOR POLAD Administration officer.

**D. ADDITIONAL DUTIES:**

- Performs other related duties as assigned.
- Performs minor and basic linguistics tasks, when directed.
- Assists with monitoring of relevant media and public information outlets, when needed.

## **PART III – QUALIFICATION**

### **A. ESSENTIAL QUALIFICATIONS:**

#### **1. Professional Experience:**

- Minimum 4 years of experience in working in an international organization or an international environment, in office management, clerical duties and multicultural networking.

#### **2. Education / Training:**

- University Degree in the fields of international relations, linguistic, political science, law or management.

#### **3. Security Clearance:**

Certificate of No criminal record.

#### **4. Language:**

English: Very Good

Albanian: Very Good

#### **5. Standard Automated Data Processing (ADP) Knowledge:**

Word processing: Intermediate knowledge

Spreadsheets: Intermediate knowledge

Presentation: Intermediate knowledge

Database: Basic knowledge

### **B. DESIRABLE QUALIFICATIONS:**

#### **1. Professional Experience:**

- Experience in protocol activities and/or in POLAD's offices or equivalent in a national or international context.
- Experience with translation and working as an interpreter.
- Drafting of reports with analysis in English.
- Experience in working for international military missions or military organization.
- Knowledge of the Institutions in Kosovo.

#### **2. Education / Training:**

- Master's degree (or higher) in linguistic, social, political, history sciences and/or related fields.

#### **3. Language:**

Serbian: Very Good (Oral)

#### **4. Standard Automated Data Processing (ADP) Knowledge:**

Word processing: Advanced knowledge

Spreadsheets: Advanced knowledge

Presentation: Advanced knowledge

Database: Basic knowledge

**C. CIVILIAN POSTS:**

**Personal Attributes:**

Actively influencing events rather than passively accepting; sees opportunities and acts on them. Originates action. Ability to maintain social, organizational, and ethical norms in job-related activities. Ability to evaluate data and courses of action and to research logical decisions. Unbiased, rational approach. Ability to pick out important information in oral communications. Questioning and general reactions indicate to speaker 'active' listening. Capacity to perceive the impact and implications of decisions and activities on other parts of the organization. Ability to establish efficient and appropriate course of action for self and/or others to accomplish goal. Stability of performance under pressure and/or opposition. Ability to make controlled responses in stressful situations. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor even when team is working on something of no direct personal interest. Excellent social- and inter-personal skills, as well as basic understanding of the Western Balkan political environment is required.

**Problem Solving:**

Requirement to evaluate and solve varying problems resulting out of dissimilar or totally new issues. Unique problems of a wide variety require analytical, constructive and even innovative thinking and judgment.

**Managerial Responsibilities:**

Full responsibility for all of the office administration and management of admin/protocol processes, as well as full responsibility for the overall management of events/conferences organized under the lead of the Head of the Office.

**Professional Contacts:**

High level professional contacts inside or outside own activity or the Headquarters, which may involve or commit the activity or the Headquarters to simple courses of action.

**Contribution to the Objectives:**

The work covers many dissimilar subjects that require different levels of intellectual skills. The work is based on a wide range of broad policies. Consequently, supervision, analytical and constructive thinking, evaluation, even creativity is required for the determination of best courses of action in the functional area. The complexity of work context results in actions and/or recommendations that may substantially impact on the efficiency, image and the financial resources of the HQ.

**Impact of Work Environment:**

The work environment has no direct negative effect on the work performed, such as a standard office environment.

**D. REMARKS:**

Attends, as directed, training courses relevant to the above-mentioned duties.