



**The Embassy of the Grand Duchy of Luxembourg in Pristina
(Kosovo)
is recruiting an
Attaché with a university degree assisting in political affairs ,
economic and Development Cooperation – 40h/week**

Job profile

The Embassy of the Grand Duchy of Luxembourg in Pristina is recruiting

Job title: Attaché for political affairs, economic and development cooperation
Number of hours: 40 hours
Contract type: 1 year fixed-term contract , renewable
Start date: 15th September 2023

General job description:

The Embassy of the Grand Duchy of Luxembourg in Pristina is looking to reinforce its team with an attaché assisting the chargé d'affaires in political affairs, economic and development cooperation.

You will report directly to the chargé d'affaires and work closely with him/her. You will also be in regular contact with the non-resident Ambassador and other key stakeholders in Luxembourg. We are looking for a dynamic, resourceful, flexible and dedicated colleague who is capable of working autonomously while also being a strong team player. You should be proactive, able to 'multi-task', results-oriented, and transparent in your work. You need to be able to switch easily between the different components of your job and link them to the core policy priorities of the Embassy. Besides political and diplomatic relations, the Embassy covers the significant development cooperation portfolio of the Government of Luxembourg, as well as economic and trade relations, cultural affairs and consular issues.

The Government of Luxembourg is an inclusive and diversity friendly employer. We welcome and encourage applications from people of all backgrounds.

Duties and responsibilities:

- You will follow, analyze and report on political and economic developments in Kosovo and the wider region.
- You will follow programmes and projects of Luxembourg Development Cooperation in Kosovo, implemented by the implementing agency of the Luxembourg

Government, LuxDev, as well as those implemented by multilateral and civil society organizations

- You will follow and familiarize themselves with key economic policies and developments in the Grand Duchy of Luxembourg and will actively seek to identify areas of mutual interest and potential collaboration between Kosovo and Luxembourg
- You will be the focal point for liaising with the private sector in Kosovo and for building and fostering relationships with the private sector in Luxembourg
- You will attend regular meetings of the EU
- You will attend and report on relevant stakeholders meetings and will actively liaise and coordinate with all partners, including relevant line ministries of the government of the Republic of Kosovo
- You will contribute to feed the social media of the Embassy and will be responsible to monitor media and social media of key stakeholders in Kosovo

Job requirements:

- You preferably have a university degree in, political science, economy, public administration, development cooperation, international relations or a similar field, with a broad interest covering i.e. economic and trade relations, political affairs and international relations
- You have at least three years of work experience in economic affairs and/or consular affairs, preferably with another Embassy or international organization in Kosovo
- You have experience in program/project management and financial/budgetary matters.
- You have experience in working with Kosovo institutions and members of the international community (embassies and international organizations, i.e. EU-Office, UN agencies, IFIs)
- You are an excellent networker and team player, able to establish and maintain contacts with a variety of stakeholders
- You have excellent analytical and writing skills
- You have excellent communication skills
- You have good computer and information technology skills, including social media
- **Excellent spoken and written knowledge of French and English.** Albanian and/or Serbian is an asset
- Confidentiality and reliability are essential to this position

Please note this is a local employment contract, which will be governed by the employment and Labour Law of Kosovo. Remuneration will be determined based on qualifications and experience.

To apply for this position, please send your resume, a cover letter in French and a copy of diplomas to pristina.amb@mae.etat.lu by 31 August 2023.

All personal documents will be treated in accordance with the EU Law on Data Protection and will be destroyed.