

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<p><b>European Union Rule of Law Mission in Kosovo</b>  <b>(EULEX KOSOVO)</b>  <b>1-2015 Extraordinary Call for Contributions</b></p>
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<b>Organisation:</b>	<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)</b>					
<b>Job Location:</b>	<b>Western Balkans Region (Kosovo)</b>					
<b>Availability:</b>	<b>As indicated below</b>					
<b>Employment Regime:</b>	<b>Seconded</b>					
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Pending</b>	<b>Confirmed Vacancies</b>	<b>Total Vacancies</b>	<b>Available on</b>
	<b><u>Seconded</u></b>					
	EK 20025	Chief of Staff	0	1	1	ASAP
	<b><u>Seconded, Contracted</u></b>					
	EK 20421	Analyst – Prosecutorial Operations	0	1	1	ASAP
	EK 20426	War Crimes Investigator	0	1	1	ASAP
	EK 20429	Case Handler	0	1	1	ASAP
<b>Deadline for applications:</b>	Friday 26 June 2015 at 17:00 hours Brussels time					

<p><b>E-mail addresses to send the Job Application Form:</b></p>	<p><b>For seconded candidates:</b></p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. <b>It is essential that both the job title AND the corresponding reference number are clearly marked in the form.</b> No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded. <b>National Authorities</b> nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</p> <p style="text-align: center;"><b>Civilian Planning and Conduct Capability (CPCC)</b>  <b>E-mail: <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></b></p> <p><b>For contracted candidates:</b></p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use exclusively the online application form, posted in</p> <p style="text-align: center;"><b><a href="https://internationalrecruitment.eulex-kosovo.eu">https://internationalrecruitment.eulex-kosovo.eu</a></b></p> <p><b>No applications using Annex 2 will be accepted.</b> Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt. Only one application form per candidate will be accepted.</p> <p><b>General aspects:</b></p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority. No further documentation besides the standard application form is necessary.</p>
<p><b>Information:</b></p>	<p>Additional information can be obtained from the EULEX KOSOVO website (<a href="http://www.eulex-kosovo.eu">http://www.eulex-kosovo.eu</a>) or from the following contacts:</p> <p>For questions from national authorities:</p> <p style="text-align: center;"><b>Mr Frank BORCHERS</b>  <b><a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></b>  <b>Tel: +32 (0)2 584 69 06</b></p> <p>For questions from individual applicants:</p> <p style="text-align: center;"><b>EULEX KOSOVO / Human Resources</b>  <b><a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></b>  <b>Tel: +381 38 28 ext. 8878, 6846, 6337</b></p>

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States / contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that contributing States propose candidates for the following international staff positions for EULEX KOSOVO, according to the requirements and profiles described below:

#### **A. Essential Requirements**

Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

**Citizenship** – Citizenship of an EU Member State or of a contributing third State<sup>1</sup>

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission; they are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities; they shall carry out their duties and act in the interest of the Mission.

**Negotiation Skills** – The candidates must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission. In line with the Head of Mission's intent to increase the footprint in the north and in addition to those advertised positions which explicitly state that the staff member should live in the north, other staff members subsequently deployed to the region after their arrival are expected to be ready to live in the north.

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<sup>1</sup> Canada, Norway, Switzerland, Turkey and United States of America

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Contributing States.

**Ability to communicate effectively in English** – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

**Computer Skills** – The candidates must be skilled in word processing, spread sheet and e-mail systems. Knowledge of other IT tools will be an asset.

**Training** – eHest : <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php> or equivalent.

**Driving Licence** – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle. Category C driving license is desirable or as specified in the respective job description.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

## **B. Recommended Requirements**

**Knowledge of the EU Institutions** – The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

**Knowledge of the Mission Area** – The candidates should have good knowledge of the history, culture, social and political situation of the region as well as of the police, judiciary and governmental structures.

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission.

## **C. Essential Documents and Equipment for Selected Candidates**

**Passport** – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – Contributing States and Mission Members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

**Security clearance required** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

**Medical Certificate** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

#### **D. Additional Information on the Selection Process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages contributing States and European Institutions to take this into account when offering contributions.

**Application form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

**Selection Process** – The most suitable candidates will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing State will bear any related costs.

**Information on the Outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

#### **E. Job descriptions**

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

<b>Position Name:</b> Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20025	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Office of the Chief of Staff	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Invited Third States:</b> Yes

### **Reporting Line:**

The Chief of Staff reports to the Head of Mission.

### **Main Tasks and Responsibilities:**

- To support the Head of Mission (HoM) in operationalizing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To support the HoM in managing, prioritizing and directing the work of EULEX KOSOVO to ensure delivery on the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM;
- To direct and supervise the work of the Office of the Chief of Staff of EULEX KOSOVO;
- To direct, communicate and co-ordinate internally with the HoM and Divisions and externally with appropriate international organisations, agencies and interlocutors;
- To identify, assign and take appropriate action on incoming requests and correspondence within the HoM's Office;
- To oversee the internal and external correspondence process to ensure timely and appropriate responses;
- To ensure drafting of reports and other correspondence on behalf of the HoM;
- To ensure that documents, reports and letters are prepared for the HoM;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM in order to obtain information for onward transmission to HoM or elsewhere internal/external to the Mission;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, and/or any other activity to HoM's office;
- To ensure effective communication between Mission Divisions, Mission Support Department, Security and Safety Department and Office of the Chief of Staff;
- To be the central point of entry for communication between EULEX KOSOVO and EEAS (CPCC);
- To undertake any other related tasks as requested by the HoM.

## **Qualifications and Experience:**

### Essential

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Diplomacy, Social Sciences or Business Administration where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least fifteen (15) years of relevant and proven full-time professional experience;

### OR

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Diplomacy, Social Sciences or Business Administration where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least sixteen (16) years of relevant and proven full-time professional experience.

### Specification of Experience

- Strong managerial track record;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.).

### Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions; Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Analyst – Prosecutorial Operations	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 20421	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Executive Division/ Special Investigative Task Force	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Analyst – Prosecutorial Operations reports to the Lead Prosecutor, through the Deputy Lead Prosecutor of the Special Investigative Task Force (SITF).

### Main Tasks and Responsibilities:

- To participate in the preparation of evidence for indictment filing and potential trial proceedings including disclosure review;
- To assist in the interviews of suspects, witnesses or victims;
- To carry out the analysis of factual findings in judgments and evidential gap analysis;
- To collect evidence, ensuring that the necessary evidentiary chains are established and maintained;
- To provide analytical support to prosecutors, investigators and legal officers of SITF;
- To participate in field activities;
- To produce analysis reports as required;
- To collect, collate and synthesize multi-sourced data, information and evidence;
- To participate in the acquisition and analysis of general intelligence and evidence;
- To work as part of a multi-disciplinary investigative team;
- To collect, develop and exploit leads;
- To provide advice on the relevant paramilitary background in the context of political, administrative and security aspects of the conflict in the former Yugoslavia with special reference to mandate of the SITF;
- To undertake any other related tasks as requested by the Lead and Deputy Lead Prosecutor;
- The selected staff member should be willing to be located either in Pristina or in Brussels.

### Qualifications and Experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Criminology, Political Sciences, History, Social Sciences, Mathematics or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;



OR

- Successful completion of a full course of university studies attested by a degree in Law, Criminology, Political Sciences, History, Social Sciences, Mathematics or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police / Military Academy and at least six (6) years of relevant and proven full-time professional experience.

Specification of Experience

- Ability to acquire useful information from a variety of sources and excellent writing skills for drafting accurate reports;
- Demonstrated ability to edit and critically assess expert and analytical reports;
- Excellent working knowledge of analysis and document management software and tools;
- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic.

Advantageous

- Substantial experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position Name:</b> War Crimes Investigator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 20426	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Executive Division/ Special Investigative Task Force	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Invited Third States:</b> Yes

### **Reporting Line:**

The War Crimes Investigator reports to Investigation Team Leader of the Special Investigative Task Force (SITF).

### **Main Tasks and Responsibilities:**

- To maintain investigations as tasked, to undertake substantive investigation measures, and to consolidate data;
- To examine all material, prepare, plan, develop, and coordinate activities relevant to investigations, interviewing of victims and witnesses and the arrest of alleged perpetrators and the gathering of evidence, in consultation with the SITF prosecutors. When required attend crimes scenes and exhumation sites;
- To prepare official reports and Prosecution Investigation Files;
- To participate in the development, implementation and evaluation of casework as necessary;
- To monitor and analyse the development and implementation of the agreed program outputs;
- To review relevant documents and reports;
- To identify problems and issues to be addressed and propose corrective actions;
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents;
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines;
- To undertake any other related tasks as requested by the Investigation Team Leader and/or the Deputy Lead Prosecutor SITF;
- The selected staff member should be willing to be located either in Pristina or in Brussels.

### **Qualifications and Experience:**

Essential

- Successful completion of a full course of university studies attested by a degree in Law, or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police / Military Academy and at least five (5) years of relevant and proven full-time professional experience.

Specification of Experience

- At least four (4) years of progressively responsible professional experience in the Police/Military, in particular with regard to international criminal investigation;
- Experience in war crimes, organized crime, and or other complex criminal investigations, including knowledge of crime scene management and the gathering, handling and retention of evidence and exhibits;
- Be familiar with victim support issues as they relate specifically to serious criminal acts, crimes against humanity, violations of human rights, victim testimony, witness protection programs and counselling resources;
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and willingness to work long hours as required;
- Very good interpersonal and communication skills, both written and oral.

<b>Position Name:</b> Case Handler	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Assistant level (MSAL)
<b>Ref. Number:</b> EK 20429	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Executive Division/ Special Investigative Task Force	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Case Handler reports to the Deputy Lead Prosecutor through the Witness Protection Liaison Officer (SITF).

### Main Tasks and Responsibilities:

- To assess, identify and put into effect measures to ensure the safety and security of witnesses and other protected persons involved in SITF investigations;
- To carry out all the procedures required by the SITF Witness Protection Liaison Officer in respect of a client's potential for inclusion in a witness protection program;
- To assist, advise or otherwise support SITF operations with witnesses who are under assessment or may be under threat;
- To liaise and maintain the necessary professional contacts with SITF investigators, prosecutors, other relevant witness protection agencies and judges where necessary;;
- To organize and manage all the necessary professional contacts in respect of health care, social and psychological welfare, education and insurance while at all times ensuring an adequate level of confidentiality;
- To regularly report to the Witness Protection Liaison officer of the social, psychological, and physical status of the witness;
- To maintain detailed case files of each case ensuring necessary level of confidentiality of information;
- To implement and monitor compliance with any Memorandum of Understanding (MoU) between a protected person and a witness protection agency or any arrangements between a protected persona and the SITF, reporting breaches, threats, security weaknesses, social/psychological impact and relevant personal needs of a protected person under the care or responsibility of SITF;
- To identify safe places and to carry out initial security surveys of these sites in close cooperation with relevant security staff;
- To undertake any other related tasks as required by the Witness Protection Liaison Officer and/or Deputy Lead Prosecutor;
- The selected staff member should be willing to be located either in Pristina or in Brussels.

## **Qualifications and Experience:**

### Essential

- Level of secondary education attested by a diploma and relevant specialised trainings giving access to post-secondary education, with a minimum of five (5) years of relevant and proven full-time professional experience;

### OR

- Equivalent Police /Military education or a recognized civilian security institute and at least five (5) years of relevant and proven full-time professional experience.

### Specification of Experience

- At least five (5) years of professional experience in implementing witness protection measures;
- Substantial experience in planning and carrying out witness related contacts and/or handling protected persons;
- Trained in surveillance, counter-surveillance, anti-surveillance techniques;
- Trained in the use of firearms;
- Trained in basic life support (medical training);
- Authorized to carry an issued personal weapon if seconded or be prepared to be trained in their use if contracted.

### Advantageous

- International experience, particularly in crisis areas with multi-national and international organisations or an international / hybrid tribunal;
- Very good interpersonal and communication skills, both written and oral;
- Excellent organisational, planning and time-management skills;
- Ability to perform under stress and in difficult circumstances;
- Trained in defensive driving and possesses category C endorsement to national driving licence;
- Substantial previous experience in covert techniques;
- Trained in close-protection of persons.