

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 2-2016 Call for Contributions						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
Job Location:	Western Balkans Region (Kosovo)					
Employment Regime:	Seconded, Seconded/Contracted					
Job Titles/Vacancy Notice:	Ref.:	Name of the Post	Pending	Confirmed Vacancies	Total Vacancies	Availability
	<u>Seconded</u>					
	EK 30003	Special Assistant to the Head of Mission	0	1	1	Sep 2016
	EK 30017	Internal Investigations Officer	1	0	1	Nov 2016
	EK 30026	Operations Officer	0	1	1	ASAP
	EK 30035	Chief Joint Operations Room	1	0	1	Dec 2016
	EK 30036	Joint Operations Officer Police	0	5	5	3 in Sep 2016, 1 in Nov 2016 1 in Dec 2016
	EK 30037	Joint Operations Officer/ SSD	0	1	1	Sep 2016

	EK 30045	Head of Planning Office	0	1	1	Sep 2016
	EK 30046	Programme Manager	0	1	1	Sep 2016
	EK 30060	Human Rights Officer	0	1	1	Sep 2016
	EK 30070	Head of Executive Division	0	1	1	Dec 2016
	EK 30098	Criminal Judge at Mitrovica Basic Court level	0	1	1	Jan 2017
	EK 30110	Deputy Head of Executive Division (Head of Executive Police)	0	1	1	Sep 2016
	EK 30111	Liaison/Coordination Officer - Training/Planning	0	1	1	Nov 2016
	EK 30112	Liaison/Coordination Officer	0	2	2	1 in Sep 2016, 1 in Jan 2017
	EK 30113	Special Assistant to the Deputy Head of Executive Division (Head of Executive Police)	0	1	1	Sep 2016
	EK 30123	EU Office for Criminal Intelligence Analyst	0	2	2	Sep 2016
	EK 30125	EU Office for Criminal Intelligence Desk Officer/ Office Manager	0	1	1	Jan 2017

	EK 30135	Chief of Organised Crime Investigation Unit	0	1	1	Sep 2016
	EK 30179	Advisor to Kosovo Police Inspectorate (PIK)	0	1	1	Nov 2016
	EK 30185	Kosovo Prosecutorial Council Advisor	0	1	1	Sep 2016
	EK 30187	Mobile Advisor	0	2	2	Sep 2016
	EK 30218	Advisor to KP Director Borders	0	1	1	Sep 2016
	EK 30219	Advisor to Department for Investigations	0	1	1	Sep 2016
	EK 30220	Community Policing Advisor to Kosovo Police	0	1	1	Sep 2016
	EK 30221	Intelligence Led Policing Advisor to Kosovo Police	0	1	1	Sep 2016
	EK 30223	Gender Based Violence Advisor to Kosovo Police	0	1	1	Sep 2016
	EK 30224	Multifaceted Mobile Team Coordinator	0	1	1	Sep 2016

	EK 30225	Multifaceted Mobile Team Customs Advisor	0	2	2	Sep 2016
	EK 30226	Multifaceted Mobile Team Police Advisor	0	2	2	Sep 2016
	EK 30227	Multifaceted Mobile Team Border Police Advisor	0	2	2	Sep 2016
	EK 30228	Chief Regional Advisor North	0	1	1	Sep 2016
	EK 30229	Deputy Chief Regional Advisor North	0	1	1	Sep 2016
	EK 30233	Regional Advisor	0	1	1	Sep 2016
	<u>Seconded/Contracted</u>					
	EK 30062	Head of Press and Public Information Office	0	1	1	Sep 2016
	EK 30139	IT Forensics Officer	0	2	2	Sep 2016
	EK 30140	Lawful Interception Officer	0	3	3	Sep 2016
	EK 30268	Human Resources and Recruitment Officer	0	1	1	Jan 2017
	EK 30290	Chief Logistics Unit	0	1	1	Sep 2016
	EK 30296	Communications Officer (Telephone Systems)	0	1	1	Sep 2016
	EK 30297	Communications Officer (Interception Systems)	0	1	1	Sep 2016
	EK 30324	Chief of Close Protection Unit	0	1	1	Oct 2016
	EK 30326	Close Protection Operator	0	3	3	1 in Sep 2016, 1 in Dec 2016 1 in Jan 2017

	EK 30327	Team Leader (Mission Security Officer Team)	0	1	1	Nov 2016
	EK 30329	Mission Security Officer	0	2	2	Dec 2016
	EK 30330	Chief Security Information Analysis Unit	0	1	1	Sep 2016
Deadline for Applications:	20 July 2016 at 17:00 hours (Brussels time)					
E-mail Addresses to send the Job Application Form to:	For seconded candidates: 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. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. 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. National Authorities 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: Civilian Planning and Conduct Capability (CPCC) cpcc.eulexkosovo@eeas.europa.eu For contracted candidates: 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 https://internationalrecruitment.eulex-kosovo.eu No applications using Annex 2 will be accepted. 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. General aspects: 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.					

Information:	Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or from the following contacts: For questions from national authorities: Ms Antigone MARANA cpcc.eulexkosovo@eeas.europa.eu Tel: +32 (0)2 584 2630 For questions from individual applicants: EULEX KOSOVO/Human Resources HumanResources@eulex-kosovo.eu Tel: +381 38 78 ext. 8878, 6846, 6337
---------------------	--

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.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty Period – Subject to the approval of 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 State¹.

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

¹Canada, Norway, Switzerland, Turkey and United States of America

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. 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 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.

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.

Language Skills² – 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 – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – e-Hest³ or equivalent.

Education – European Qualifications Framework (EQF)⁴.

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 licence 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.

² Common European Framework of References for Languages

³ <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

⁴ <https://ec.europa.eu/ploteus/content/descriptors-page>

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.

Personnel Security Clearance (PSC) – 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 shortlisted 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.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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).

Position: Special Assistant to the Head of Mission	Employment Regime: Seconded	Post Category:
Ref. Number: EK 30003 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Office of the Head of Mission/HoM /DHoM Secretariat	Security Clearance Level: EU SECRET or equivalent	Open to contributing third States: Yes

Reporting Line:

The Special Assistant to the Head of Mission reports to the Head of Mission.

Main Tasks and Responsibilities:

- To assist the Head of Mission in his/her functions by ensuring a smooth running of the Head of Mission Office;
- To receive, oversee and file incoming and outgoing correspondence including EU Classified Information, and to maintain an interoffice filing system;
- To assist the Head of Mission in drafting documents;
- To ensure the proper handling of documentation and files within the office of the Head of Mission;
- To assist the Head of Mission in preparing presentations and materials;
- To accompany the Head of Mission as required to internal meetings and events and make necessary preparations as well as minutes taking; prepare draft reports and documents for the Office;
- To undertake any other related tasks as required by the Head of Mission.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Business or Public Administration or Diplomacy or other related university studies;
- Excellent drafting and reporting skills;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision;
- Good interpersonal and communication skills, both written and oral.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience in an international police or rule of law Mission;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to work to tight deadlines with minimal supervision;
- Ability to perform under stress and in difficult circumstances.

Position: Internal Investigations Officer	Employment Regime: Seconded	
Ref. Number: EK 30017 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: Nov 2016
Component/Department/Unit: Office of the Head of Mission/ Internal Investigations Unit	Security Clearance Level: EU SECRET or equivalent	Open to contributing third States: Yes

Reporting Line:

The Internal Investigations Officer reports to the Head of Mission/Deputy Head of Mission.

Main Tasks and Responsibilities:

- To assist in the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct;
- To report disciplinary cases with recommendations to the Head of Mission/Deputy Head of Mission;
- To undertake internal investigations under the supervision of the Head of Mission/Deputy Head of Mission;
- To draft reports relating to discipline issues, including statistical analysis and assessments;
- To assist in the proactive review of disciplinary regulations, and propose amendments accordingly;
- To undertake any other related tasks as requested by the Head of Mission/Deputy Head of Mission.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training
AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Law Enforcement or Public Administration;
- At least 5 years of experience in similar position.

Desirable

- 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;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Operations Officer	Employment Regime: Seconded	Post Category:
Ref. Number: EK 30026 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff / Chief of Staff Office / Inner Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Operations Officer reports to the Chief of Staff.

Main Tasks and Responsibilities:

- To assist the Office of the Chief of Staff in its role as set out in the Mission's mandate and tasks as set out in the planning documents;
- To assist the Office of the Chief of Staff in tasking and taking appropriate action on all incoming requests and matters;
- To accompany the Chief of Staff to meetings, and to take minutes;
- To manage and follow up on the Chief of Staff tasks;
- To assist the Office of the Chief of Staff in managing, prioritising, directing and coordinating the work of EULEX KOSOVO;
- To prepare draft reports, after action reviews and other documents for the Chief of Staff in consultation, as appropriate, with other relevant organisational units;
- To select and analyse information contained in internal and external correspondence and communications;
- To maintain contacts with other organisational units as required;
- To undertake any other related tasks as requested by the Chief of Staff.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.
AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies;
- Excellent drafting and reporting skills;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision;
- Good interpersonal and communication skills, both written and oral.

Desirable

- 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;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in a CSDP Mission.

Position: Chief Joint Operations Room	Employment Regime: Seconded	
Ref. Number: EK 30035 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: Dec 2016
Division/Department/Unit: Office of the Chief of Staff/Chief of Staff Office/Joint Operations Room	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Chief Joint Operations Room reports to the Chief of Staff, while cooperating closely with the Senior Mission Security Officer and the Deputy Head of Executive Division (Head of Executive Police) for their areas of responsibility.

Main Tasks and Responsibilities:

- To direct and supervise the work of the Joint Operations Room (JOR) to ensure delivery of tasks as set out in planning documents;
- To oversee the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff in line with the relevant SOPs;
- To oversee the collection, compilation, analysis, assessment and timely dissemination of information relevant for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To oversee the production of reports, updates and other documents, as required, as well as to brief Mission management on a regular basis on developments relevant for the implementation of the Mission mandate as well as the general security situation;
- To ensure a proper information flow to the Watchkeepers' Capability;
- To contribute to planning activities of Security and Safety Department and Executive Police;
- To oversee the appropriate manipulation of secure communication means;
- To undertake any other related tasks as requested by the Chief of Staff.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area OR
- Equivalent and attested police or/and military education or training AND
- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies;
- Senior Law Enforcement Officer;
- At least 5 years of management experience and at least 3 years of experience as operator or manager of a joint operations room or similar structure in a security organisation;
- Experience in planning security and/or police operations;
- Experience in planning and implementing projects;

- Excellent analytical, organisational, planning, and time-management skills;
- Good presentation skills;
- Experience in handling EU classified information;
- Ability to perform under stress and in difficult circumstances.

Desirable

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Joint Operations Officer /Police	Employment Regime: Seconded	
Ref. Number: EK 30036 Confirmed Vacancies: 5 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 3 in Sep 2016 1 in Nov 2016 1 in Dec 2016
Component/Department/Unit: Office of the Chief of Staff/ EULEX KOSOVO Joint Operation Room	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Joint Operations Officer - Police reports to the Chief of Joint Operations Room, while coordinating closely with the Deputy Head of Executive Division (Head of Executive Police).

Main Tasks and Responsibilities:

- To act as Duty Police Commander on behalf of the Head of Executive Police during silent hours;
- To report without delay serious incidents in line with planning documents and to be responsible for the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff in line with the relevant SOPs;
- To oversee the continuous maintenance, execution and evaluation of protocols related executive police operations or incidents;
- To manage and coordinate actions between Police Units and other units/departments/divisions/organisations;
- To collect, compile, analyse, assess and disseminate - jointly with the Joint Operations Officer/SSD - information relevant for Executive Police activities as well other relevant developments for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To contribute to planning activities of the Executive Police;
- To monitor the EULEX KOSOVO communication channels as well as those of Kosovo Police, KFOR and other relevant organisations and prepare accurate reports for the chain of command through the established JOR reporting lines;
- To liaise with all relevant international and local counterparts, collate and verify information received in policing area of expertise;
- To maintain close daily cooperation with the Liaison/Coordination Officers in the Office of the Deputy Head of Executive Division (Head of Executive Police);
- To assist Joint Operation Officers/SSD as required;
- To undertake any other related task as requested by Chief of Joint Operations Room.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area;
OR
- Equivalent and attested Police or/and Military education.
AND
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience with at least 3 years of experience in management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies;
- Senior Law Enforcement Officer/Command level;
- At least 1 year of experience as manager of a joint operations room or similar structure in a security organisation;
- Experience in planning security and/or police operations;
- Experience in planning and implementing projects;
- Very good analytical, organisational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Experience in handling classified information;
- Good understanding of the political, cultural and security situation of the Balkans.

Position: Joint Operations Officer/SSD	Employment Regime: Seconded	
Ref. Number: EK 30037 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Office of the Chief of Staff/ EULEX KOSOVO Joint Operations Room	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Joint Operations Officer reports through the Chief of the Joint Operations Room, while keeping the Senior Mission Security Officer fully informed on all relevant developments.

Main Tasks and Responsibilities:

- To monitor all Mission activities assigned, in particular staff movements in the north of Kosovo, and act as the initial point of contact for headquarters and Mission personnel as required;
- To monitor the security situation in the Mission area as well as to collect, collate, analyse, assess and disseminate information relevant for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To support and track all operational Security and Safety Department (SSD) movements and coordinate, as required, SSD response;
- To act as focal point for the Watchkeepers' Capability and keep them informed of relevant developments;
- To be responsible to coordinate all helicopter operations, including the necessary liaison with the relevant KFOR points of contact;
- To contribute to the production/maintenance of the (JOR) contact lists, emergency notification charts including check lists and other databases, reports or briefings;
- To maintain the (JOP) maps and visual aids, as appropriate;
- To collect, analyse and maintain all incoming security reports/information from different resources within the Mission area and provide a daily summary to Security Information Analyst Unit;
- To prepare, produce and disseminate reports and products as per SOPs;
- Operate means of secure communications;
- To provide updated information and analysis of major crises or disasters, which could affect the Mission's operations or staff members and to inform staff in the area concerned through the Security and Safety Department;
- To alert and inform senior management and respective Security and Safety Department staff of important developments;
- To assist Joint Operation Room Police Operators as required;
- To undertake any other related tasks as requested by the Chief of the Joint Operations Room.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area OR
 - Equivalent and attested police or/and military education or training; or successful completion of a full course in civilian security organisation with duration of 3 years or more
- AND

- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: a field related to Security or Emergency Management;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent analytical, organisational, planning, and time-management skills;
- Relevant experience in handling EU classified information;
- Excellent radio communication skills;
- Thorough understanding of applicable EU rules and regulations in the area of security and safety.

Desirable

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Head of Planning Office	Employment Regime: Seconded	Post Category:
Ref. Number: EK 30045 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Office of the Chief of Staff/ Planning Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Planning Office reports to the Chief of Staff.

Main Tasks and Responsibilities:

- To direct and supervise the work of the Planning Office;
- To coordinate with Executive and Strengthening Divisions to provide Operational Objectives, tasks and impact indicators for the duration of the OPLAN;
- To prepare and coordinate the quarterly update of the MIP in coordination with other relevant organisational units and monitor and evaluate its implementation, through benchmarking;
- To coordinate the editing of the COMPACT agreement that converts the most relevant MIP Actions into Compact Actions in an effort to create joint ownership of EULEX's MIP with the EU Office and national stakeholders;
- To assist in the organisation of senior management meetings to efficiently implement the mandate in line with the OPLAN and the Mission Implementation Plan (MIP);
- To support the Executive and Strengthening Divisions in a methodologically coherent implementation of the MIP based on OPLAN priorities;
- To give constructive feedback on the monthly MIP reports to the Heads of the Executive and Strengthening Divisions in order to improve the quality of the reporting;
- To coordinate with the EU Office in Kosovo and other relevant stakeholders mainly on the MIP, COMPACT and small scale projects to avoid duplication of efforts and maximise synergies;
- To edit the MIP annex to the six-monthly report with an emphasis on trends, evaluation of developments, lessons learned, and best practices ;
- To supervise the Project Officer in the implementation and monitoring of small scale projects to achieve the objectives of the MIP;
- To undertake any other related tasks as requested by the Chief of Staff.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 4 years attested by a diploma at Master's level – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area.
AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience with at least 5 years of experience in management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Public Administration, Law, Political Science or other related university studies;
- Substantial professional experience in programme management;
- Very good interpersonal and communication skills, both written and oral;

- Excellent editing and drafting skills;
- Proven experience in monitoring and evaluation procedures.

Desirable

- Substantial knowledge of the Stabilisation and Association Process, IPA Projects, and EU integration processes in Kosovo;
- International experience, particularly with multi-national and international organisations, preferably in a CSDP context;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Sound understanding of rule of law procedures and institutional building.

Position: Programme Manager	Employment Regime: Seconded	
Ref. Number: EK 30046 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Office of the Chief of Staff/ Planning Office	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Programme Manager reports to the Head of Planning Office.

Main Tasks and Responsibilities:

- To assist Executive and Strengthening Divisions in writing Operational Objectives, tasks and impact indicators for the duration of the OPLAN;
- To assist Executive and Strengthening Divisions in writing MIP Actions that include a baseline, activities, expected results and outcome indicators that will be updated quarterly;
- To convert the most relevant MIP Actions into Compact Actions in an effort to create joint ownership of EULEX's MIP with the EU Office and national stakeholders;
- To monitor the quality of the monthly MIP reports uploaded in the Information System and provide feedback to Executive and Strengthening Divisions;
- To provide regular feedback to senior management on the implementation of the MIP Actions;
- To evaluate the MIP Actions for the MIP annex of the six-monthly report with an emphasis on trends, evaluation of developments, lessons learned, and best practices;
- To assist in the coordination with the EU Office in Kosovo and other relevant stakeholders mainly on the MIP, COMPACT, and small scale projects to avoid duplication of efforts and maximise synergies;
- To undertake any other related tasks as required by the Head of the Planning Office.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Project Management, Public Administration or other related university studies;
- Professional experience in monitoring and evaluation;
- Good interpersonal and communication skills, both written and oral;
- Excellent editing skills.

Desirable

- Substantial knowledge of the Stabilisation and Association Process, IPA Projects, and EU integration processes in Kosovo;

- International experience, particularly with multi-national and international organisations, preferably in an CSDP context;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Understanding of rule of law procedures and institutional building;

Position: Human Rights Officer	Employment Regime: Seconded	Post Category
Ref. Number: EK 30060 Confirmed vacancies: 1 Pending vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Component/Department/Unit: Office of the Chief of Staff/Chief of Staff Office/Human Rights and Legal Office	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Human Rights Officer reports to the Head of Human Rights and Legal Office.

Main Tasks and Responsibilities:

- To contribute on the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular in the field of accountability and human rights standards;
- To support the Head of Office in acting as focal point for all human rights matters relating to the Mission;
- To prepare legal advice and assistance on human rights questions related to of Mission policies and operations;
- To prepare submissions and internal communications in relation to the Missions obligations to the Human Rights Review Panel;
- To support, on behalf of the Head of the Human Rights and Legal Office, Heads of Division in translating the benchmarks and objectives of the applicable legal framework into their work, in particular in the field of accountability and human rights;
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to international human rights law and human rights issues;
- To advise the Head of Office and Heads of Division, as appropriate, on the applicable law and the international human rights instruments and principles;
- To establish professional working relationship with Kosovo Government, NGOs, civil society, relevant local and international authorities and organisations dealing with human rights;
- To propose assistance, where necessary, to Kosovo institutions for proper implementation of international and national documents in the area of human rights;
- To analyse the human rights situation (legal and institutional) in Kosovo and identify possible areas of improvement;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as requested by the Head of Human Rights and Legal Office.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law;
- Professional experience in qualified legal work and in human rights;
- Excellent knowledge of international and regional human rights instruments and institutional mandates such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Experience in legal research and analysis paired with excellent legal drafting skills;
- Experience in working with the judiciary and/or law enforcement agencies from a human rights perspective;
- Experience in case work/processing and complaints handling;
- Excellent written and spoken English.

Desirable

- Completion of Masters, PhD or other post-degree studies in human rights and/or European Union Law issues;
- 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;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good interpersonal and team-working skills;
- Knowledge of Albanian and/or Serbian language.

Position Name: Head of Executive Division	Employment Regime: Seconded	
Ref. Number: EK 30070 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Dec 2016
Division/Department/Unit: Executive Division	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Executive Division reports to Head of Mission.

Main Tasks and Responsibilities:

- To operationalize the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of the Mission's executive tasks;
- To manage, prioritize and direct the work of organisational units within the Executive Division to ensure they deliver on the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure accurate and timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To ensure compliance with instructions by the Mission management within the Division and to issue clear instructions on the operational level to the Division, ensuring through the two Deputies, where appropriate, that the executive resources are used in the best possible way to reach the Mission's goals;
- To ensure coordination at the operational level with the Head of the Strengthening Division;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-division/department cooperation in the key areas of his/her authority;
- To represent the Mission, as appropriate;
- To undertake any other related tasks as requested by the Head of Mission.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 4 years attested by a diploma at Master's level - equivalent to level 7 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
AND
- After having fulfilled the education requirements, a minimum of 15 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Business Administration, Management or other related university studies;
- Track record of senior positions in the field of rule of law, such as in Ministries of Justice, Courts or independent rule of law institutions;
- Strong managerial track record, particularly in managing rule of law processes and staff.

Desirable

- Proven knowledge of the most relevant areas of rule of law (criminal and civil courts, administration of justice, prosecution, forensics);
- 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;
- Experience as Prosecutor in huge scale police investigations in organized crime or corruption;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Position: Criminal Judge at Mitrovica Basic Court level	Employment Regime: Seconded	Post Category:
Ref. Number: EK 30098 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Jan 2017
Component/Department/Unit: Executive Division/ EULEX KOSOVO Judges/Mitrovica Basic Court	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Criminal Judge at the Mitrovica Basic Court level reports to the President of EULEX KOSOVO Judges.

Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at Mitrovica Basic Court;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Mitrovica Basic Court;
- To build local capacities through the work in mixed teams with local counterparts and through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To contribute to EULEX KOSOVO Judges' efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams;
- To undertake any other related tasks as requested by the President of EULEX KOSOVO Judges.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 4 years attested by a diploma at Master's level - equivalent to level 7 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law;
- At least 5 years of experience as full-time judge in criminal/civil trials;
- Staff member is expected to live in the north.

Desirable

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Deputy Head of Executive Division (Head of Executive Police)	Employment Regime: Seconded	
Ref. Number: EK 30110 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Component/Department/Unit: Executive Division/Executive Police	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Deputy Head of Executive Division (Head of Executive Police) reports to Head of Executive Division.

Main Tasks and Responsibilities:

- To direct and supervise the work of the Executive Criminal Investigation Department, the Witness Security Department and the Formed Police Unit, as well as to manage, prioritize and direct their work to ensure they deliver on the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of the Executive Division and the Head of Mission;
- To advise and support the Head of Executive Division in the management related to the police and customs elements of the Executive Division;
- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To ensure, at operational level, coordination with the Head of the Police Strengthening Department;
- To ensure, at operational level, under the overall supervision of the Head of the Executive Division and in line with the relevant applicable legislation, coordination of all executive police actions with the Deputy Head of Executive Division/(Chief EULEX KOSOVO Prosecutor);
- To ensure, on the level of operational policing, the necessary coordination with KFOR and other national/international organizations, where appropriate;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To liaise, as necessary for the coordination of EULEX KOSOVO's executive mandate in the area of policing with Kosovo Police and in close coordination with the Head of Advisory Unit Police and Border Matters, with police and other law enforcement officials;
- To undertake any other related tasks as requested by the Head of Executive Division.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area OR
- Equivalent and attested police or/and military education or training AND
- After having fulfilled the education requirements, a minimum of 13 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Business Administration, Economy, Law or Public Administration;
- Senior Law Enforcement Officer;
- At least 10 years of proven and extensive police experience at upper management;
- Strong managerial track record;
- Sound knowledge of criminal investigations and special police operations;
- Good understanding of border related issues, including integrated border management and some understanding of customs related issues.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances;
- 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.

Position: Liaison/ Coordination Officer- Training/ Planning	Employment Regime: Seconded	
Ref. Number: EK 30111 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Nov 2016
Division/Department/Unit: Executive Division/ Office of the Deputy Head of Executive Division (Head of Executive Police)	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Liaison Coordination Officer – Training/ Planning reports to the Deputy Head of Executive Division (Head of Executive Police)

Main Tasks and Responsibilities:

- To support the Deputy Head of Executive Division (Head of Executive Police) within his/her field of responsibility – in implementing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To collect, disseminate and file information as required;
- To coordinate reporting and planning tasks and correspondence in the Executive Division (Police) including a quality control;
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports;
- To support the Deputy Head of Executive Division (Head of Executive Police) in ensuring, at an operational level, coordination with all actors, both internally, locally, national and international;
- To liaise with other stakeholders internally and externally as requested by Deputy Head of Executive Division (Head of Executive Police);
- To conduct both long term and urgent planning of all FPU trainings and police operation activities;
- To identify and solve training problems under the guidelines of the Deputy Head of Executive Division (Head of Executive Police);
- To collect and prepare training programmes under the supervision of the Deputy Head of Executive Division (Head of Executive Police);
- To prepare, chair and take part in briefings about trainings with other units/departments/ components/organisations;
- To set priorities appropriately by adopting a systematic and methodical approach to information collection planning, using resources effectively and efficiently;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area OR
- Equivalent and attested police or/and military education or training

AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law Enforcement, Police Science or other related fields;
- At least 5 years of relevant and proven fulltime police experience in the field of police training and planning of police operations
- Previous experience related to specialised units daily tasks and special operations;
- Authorised to carry and issued a personal weapon.

Desirable

- Experienced in duration and preparing of police training/exercises/rehearsals;
- Previous experiences in the information gathering working area;
- Good interpersonal and communication skills;
- Experience in using methodologies and different sources for research, including open sources;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of Category C.

Position: Liaison/Coordination Officer	Employment Regime: Seconded	
Ref. Number: EK 30112 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 1 in Sep 2016 1 in Jan 2017
Division/Department/Unit: Executive Division/ Executive Police/ Office of the Deputy Head of Executive Division (Head of Executive Police)	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Liaison/Coordination Officer reports to the Deputy Head of Executive Division (Head of Executive Police)

Main Tasks and Responsibilities:

- To support the Deputy Head of Executive Division (Head of Executive Police) within his/her field of responsibility – in implementing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To collect, disseminate and file information as required;
- To coordinate reporting and planning tasks and correspondence in the Executive Division (Police) including a quality control;
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports;
- To maintain an accurate system for recording all reports of the Office of the Deputy Head of Executive Division (Head of Executive Police);
- To support the Deputy Head of Executive Division (Head of Executive Police) in ensuring, at an operational level, coordination with all actors, both internally, locally, national and international;
- To liaise with other stakeholders internally and externally as requested by Deputy Head of Executive Division (Head of Executive Police);
- To undertake any other tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

Education and Experience:

Essential

- A level of secondary education attested by a diploma complemented by Police Training.
AND
- After having obtained the secondary education and the police training, at least 5 years of relevant and full-time police experience.

Specification of Education and Experience

- At least 5 years of experience serving within a Police Command and Control Centre involving intelligence and pro-active policing operations.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo and international policing;

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal investigation and proven liaison skills;
- Military background.

Position: Special Assistant to Deputy Head of Executive Division (Head of Executive Police)	Employment Regime: Seconded	
Ref. Number: EK 30113 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Component/Department/Unit: Executive Division/Executive Police/Office of the Deputy Head of Executive Division (Head of Executive Police)	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Special Assistant to Deputy Head of Executive Division (Head of Executive Police) reports to the Deputy Head of Executive Division (Head of Executive Police).

Main Tasks and Responsibilities:

- To assist the Deputy Head of Head of Executive Division (Head of Executive Police) in operationalizing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To assist the Deputy Head of Head of Executive Division (Head of Executive Police) in his/her functions by ensuring a smooth running of the organisational units, including by following up on tasking independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To this end, to maintain contacts with the different organisational units under the Head of Executive Division (Head of Executive Police) as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information;
- To coordinate, as appropriate, with external stakeholders at the appropriate level;
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system;
- To draft documents on behalf of the Head of Executive Division (Head of Executive Police);
- To ensure the proper handling of documentation and files within the office of the Head of Department, including the handling of EUCI;
- To assist the Head of Executive Division (Head of Executive Police) with aspects of Mission visibility, e.g. preparing presentations and materials;
- To accompany the Head of Executive Division (Head of Executive Police) as required to meetings and events and make necessary preparations as well as minutes taking at meetings and conferences; prepare draft reports and documents for the office;
- To assist the Head of Executive Division (Head of Executive Police) in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police, customs or/and military education or training

AND

- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Social Sciences, Law or Business Administration;
- Senior Law Enforcement Officer;
- At least 5 years in a related position within Police and desirably with upper/middle management level experience;
- Experience in different fields of policing.

Desirable

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo and international policing;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Creative mind set and good negotiation, mediation and problem solving skills.

Position: EU Office for Criminal Intelligence Analyst	Employment Regime: Seconded	
Ref. Number: EK 30123 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence/Analytical and Technical Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The EU Office for Criminal Intelligence Analyst reports to the Chief of EU Office for Criminal Intelligence (EUOCI).

Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission executive mandate;
- To collate, analyse and develop intelligence from a variety of sources relating to organised criminal groups impacting Kosovo;
- To establish links between criminals and their activities, identify organised criminal networks, their modus operandi as well as weaknesses that can be exploited by law enforcement;
- To conduct telephone and financial data analysis as necessary;
- To maintain an overview of individual operations and give direction for on-going intelligence collection through the development of Intelligence Collection Plans and the tasking of Intelligence Officers;
- To present results of analysis in the most appropriate format giving recommendations for action – in particular through the production of target packages for dissemination to operational law enforcement teams;
- To produce as necessary, strategic assessments intended to give an overview of organised criminality within Kosovo and to inform policy level decision-making processes;
- To assist in the development of best practices for the handling and use of intelligence both within the office and with stakeholders;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chief of EUOCI.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;
OR
- Equivalent and attested Police or/and Military education.
AND

- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience in International Police Cooperation.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law Intelligence, Criminology, Social Sciences, Mathematics or other related university studies;
- Extensive and progressive professional experience in intelligence issues and/or complex data;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Working knowledge of i2 products (ibase and analyst notebook);
- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic.

Desirable

- 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 organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience in criminal intelligence.

Position: EU Office for Criminal Intelligence Desk Officer/Office Manager	Employment Regime: Seconded	
Ref. Number: EK 30125 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Jan 2017
Component/Department/Unit: Executive Division/Executive Criminal Investigations Department/ EU Office for Criminal Intelligence/Analytical and Technical Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The EU Office for Criminal Intelligence Desk Officer/Office Manager reports to the Chief of EU Office for Criminal Intelligence (EUOCI).

Main Tasks and Responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area the Mission executive mandate;
- To act as the focal point for receiving, developing and disseminating information/intelligence in accordance with the EUOCI policy;
- To maintain records in order to assist in the provision of information management;
- To provide quality control and to ensure that it complies with the EUOCI policy;
- To act as the Office Manager with direct responsibility for the daily operations of the EUOCI and to be the Line Manager for staff in the Research Cell;
- To maintain and develop a wide range of contacts with individuals and organisations;
- To liaise with Regional Intelligence Officer;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks requested by the Chief of EUOCI.

Education and Experience:

Essential

- A level of secondary education attested by a diploma complemented by Police training.
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

Specification of Education and Experience

- Extensive and progressive professional experience in intelligence issues and/or complex data.

Desirable

- 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 organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience with EUROPOL information exchange mechanisms;
- Experience in criminal intelligence.

Position: Chief of Organised Crime Investigation Unit	Employment Regime: Seconded	
Ref. Number: EK 30135 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Executive Division / Executive Criminal Investigations Department/ Organised Crime Investigation Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Chief of Organised Crime Investigation Unit reports to Head of Executive Criminal Investigations Department.

Main Tasks and Responsibilities:

- To direct and supervise the work of the Organised Crime Investigations Unit;
- To perform tasks of the Head of Executive Criminal Investigations Department in his/her absence;
- To provide effective management of human, financial and physical resources of the Head of Executive Criminal Investigations Department (ECID) and oversee administrative activities;
- To respond to the operational requirements of the Head of Executive Criminal Investigations Department, and with other components of the ECID in ensuring the development, preparation, timely submission and coordination/monitoring of work plans, strategies and programmes for the activities of the (ECID);
- To provide clear and concise information to the Head of the Executive Criminal Investigations Department regarding Serious and Organised Crime and Counter Terrorism investigation results;
- To coordinate the activities within the area of serious and organised crime investigations and counter terrorism investigations;
- To represent the Unit in various Working Groups (WG), meetings and other events;
- To monitor the developments of the local legislation and to prepare inputs researches for the future amendments and/or establishing of the new required legislation to improve the work if the Head of Executive Criminal Investigations Department;
- To carry out other duties in support of the Head of Executive Criminal Investigations Department in order to consolidate (ECID)'s work with the Mission strategic plans and goals;
- To undertake any other related tasks as required by the Head of Executive Criminal Investigations Department.

Mission Specific

- Authorised to carry and issued a personal weapon.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area; OR
 - Equivalent and attested Police or/and Military education.
- AND

- After having fulfilled the education requirements, a minimum of 11 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law Enforcement, Law, Police Science or other related fields;
- At least 5 years of management experience in investigations posts;
- Background in investigations, technical and operational support, experience in coordinating complex joint operations including different specialised units;
- Experience in cooperation and liaison with international law enforcement agencies;
- Substantial experience of commanding operational policing activity (including inter alia arrest and search operations);
- Indicative rank: Captain or equivalent;
- Knowledge of applicable laws and regulations regarding Covert Measures and combating Organised Crime.

Desirable

- Experience in leading Organised Crime Investigations Units;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Previous experience of managing / investigating Counter Terrorism Investigations.

Position: Advisor to Kosovo Police Inspectorate (PIK)	Employment Regime: Seconded	Post Category:
Ref. Number: EK 30179 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Nov 2016
Division/Department/Unit: Strengthening Division/ Advisory Unit on Internal Matters	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Advisor to Kosovo Police Inspectorate (PIK) reports to the Chief Advisory Unit on Internal Matters.

Main Tasks and Responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA), in particular with respect to the accountability aspect of the Mission mandate;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses, including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To monitor PIK/KP cooperation, particularly in regard to key investigations and feedbacks to PIK inspections and recommendation, including the work of the Professional Standard Unit within the KP;
- To advise the senior management of the Kosovo Police Inspectorate (PIK) on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to criminal and disciplinary offences committed by Kosovo Police employees, in order to comply with relevant legislation and best practices, in line with the Mission mandate and priorities;
- To assist the senior management of PIK to create a decentralized office in the regions with special focus on the north of Kosovo;
- To provide technical and tactical advice and assistance to the PIK in relation to initiating proactive and re-active operations to reduce and disrupt crime and misconduct within the Kosovo Police and to provide guidance with complex and diverse enquiries, in line with the Mission mandate and priorities;
- To mentor, monitor and advise the PIK about prevention, detection, documentation and investigation of the criminal offences as well as disciplinary offences committed by Kosovo Police employees during the exercise of their official duty or off duty. This includes investigations of high profile disciplinary incidents and disciplinary investigations of police officers having the highest rank within the senior police management level and senior appointed police positions, in line with the Mission mandate and priorities;
- In case of non-compliance, to report to without delay to the Chief Advisory Unit on Internal Matters including recommendations on how to address the situation;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate at operational level with other organisational units, in particular the Police Strengthening Department;
- To liaise, as appropriate, with other external stakeholders;
- To undertake any other tasks as requested by the Chief Advisory Unit on Internal Matters.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training
AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Police Science, Law Enforcement, Security and Risk Management or other related university studies;
- At least 8 years of professional experience within the required field of specialisation out of which three years in a senior management position;
- Indicative rank: Major or equivalent;
- Very good interpersonal and communication skills, both written and oral.

Desirable

- 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;
- Knowledge of Albanian and/or Serbian language.

Position: Kosovo Prosecutorial Council Advisor	Employment Regime: Seconded	Post Category:
Ref. Number: EK 30185 Confirmed vacancies: 1 Pending vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Component/Department/Unit: Strengthening Division/Advisory Unit on Justice Matters	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Kosovo Prosecutorial Council Advisor reports to the Chief of the Advisory Unit on Justice Matters.

Main Tasks and Responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA the Kosovo Prosecutorial Council);
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To monitor, mentor and advise the Kosovo Prosecutorial Council (KPC) and its bodies with regard to the best fulfilment of its tasks and competencies, such as ensuring an independent, professional and impartial prosecution system, overseeing the administration of the prosecution offices and its personnel, recruitment and promotion of prosecutors, including disciplinary matters, and training of prosecutors;
- To provide advice in relation to the management of the prosecution offices, including on issues concerning the Case Management Information System;
- To report without delay to the Chief of Unit including recommendations on how to address the situation, in case of non-compliance;
- To coordinate closely with other relevant organisational units and seek structured input from EULEX KOSOVO prosecutors, who will give feedback on their practical experience of working in mixed teams and allow jointly drawing conclusions on institutional and structural weaknesses to be addressed at the level of KPC;
- To liaise, as appropriate, with other external stakeholders;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chief of the Advisory Unit on Justice Matters.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 4 years attested by a diploma at Master's level – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area.
AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in the following fields of expertise: Law;
- Experience in the field of the administration of justice and/or management of prosecution offices;
- At least 3 years of experience in an advisory function to prosecutorial or judicial council(s) in a national and/or international setting;
- Very good interpersonal and communication skills, both written and oral.

Desirable

- 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;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Knowledge of Albanian and/or Serbian language.

Position: Mobile Advisor	Employment Regime: Seconded	Post Category:
Ref. Number: EK 30187 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Component/Department/Unit: Strengthening Division/Advisory Unit on Justice Matters	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Mobile Monitor reports to the Chief Advisory Unit on Justice Matters.

Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) as part of a Mobile Team covering all of Kosovo;
- To monitor selected cases processed by the criminal justice system in accordance with a plan elaborated by the Mission;
- Based on the monitoring activities to report on and to formulate advice to the local authorities to be addressed by the Mission;
- As required to advise and mentor local counterparts in the administration of criminal justice in a structured manner and in line with the Mission's planning documents;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, human rights and gender issues, etc.;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local institutions with EU standards and with EULEX KOSOVO advice given at HQ and AUJM level;
- To collect and collate "on the spot" performance statistics that relate to Kosovo's criminal justice system, as part of the Mission's benchmarking processes covering all of Kosovo;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- In case of non-compliance, to report without delay to the Chief of Unit, including recommendations on how to address the situation;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To undertake any other related tasks as required by the Chief Advisory Unit on Justice Matters.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law;
- At least 3 years of experience in advanced monitoring of judiciary, including trial monitoring;
- Experience gained by additionally obtaining an advanced (Master's) degree in Law will be counted towards the minimum relevant work experience;
- Very good interpersonal and communication skills, both written and oral;
- Strong team player with drive and the ability for innovative thinking and problem-solving;
- Readiness to travel.

Desirable

- 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;
- LLM in human rights and/or criminal law;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Position: Advisor to KP Director Borders	Employment Regime: Seconded	
Ref. Number: EK 30218 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Strengthening Division/ Advisory Unit Police and Border Matters / Kosovo Police – Central Advisors	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Advisor to KP Director Borders reports to the Advisor to the Deputy Director General Operations.

Main Tasks and Responsibilities:

- To act as direct counterpart and main day-to-day advisor to the Director of Kosovo Border Police and the management team, recommend correction/intervention as appropriate;
- To operationalize the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) at the central and regional levels, including the National Centre for Border Management;
- To lead at the operational level in the normalization process between Belgrade and Pristina regarding MUP and KBP liaison;
- To ensure they deliver on the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To advise on the introduction of simplified procedures and effective risk analysis selectivity profiling and targeting systems and the application of one stop controls, coordinated/joint border controls, effective exchange of information and cross border cooperation/operations;
- To ensure compliance with instructions by the Mission management;
- To report accurately on progress and lack of progress through established procedures, including:
- To ensure the implementation of the Mission's policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-division/department/units cooperation in the key areas of his/her authority;
- To undertake any other related tasks as requested by the Advisor to the Deputy Director General Operations.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training
AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Business or Public Administration, Management or other related university studies;
- Professional experience with Border and immigration issues, including experience in a senior management position within a European Union Police Administration;
- A proven track record in relevant areas of Police including operational experience in International Border Management and Monitoring Mission, as well as law enforcement;
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- Driving license of category C.

Desirable

- 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;
- Knowledge of Albanian and/or Serbian language.

Position: Advisor to Department for Investigations	Employment Regime: Seconded	
Ref. Number: EK 30219 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Strengthening Division/ Advisory Unit Police and Border Matters /Kosovo Police - Central Advisors	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Advisor to Department for Investigations reports to the Advisor to Deputy Director General Operations.

Main Tasks and Responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA);
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA) at the central and regional management levels, in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to major and serious criminal offences in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice to support, to mentor and monitor national staff in relation to initiating pro-active and re-active operations to reduce and disrupt major and organised crime within Kosovo and to provide guidance with complex and diverse enquiries;
- To assist KP in developing professional working relationships with neighbouring states and other European countries in order to increase cooperation in the investigation of cross border major and organised crime;
- To coordinate closely with other relevant organisational units and in particular with the Advisor to Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Coordinator;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To perform the function of First Line Manager for Thematic Advisors;
- To undertake any other related tasks as requested by the Advisor to Deputy Director General Operation.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area; OR
- Equivalent and attested Police or/and Military education.

AND

- After having fulfilled the education requirements, a minimum of 11 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Business Administration, Economy, Law, Public Administration or other related field;
- Indicative rank: minimum Major / Chief Inspector, or equivalent (preferably experienced as a “Divisional Crime Manager”, “Central Crime Manager” or “Serious and Organised Crime Senior Investigator”);
- At least 5 years of experience as a supervisor/manager of a unit or a team within the required field of specialisation;
- Supervisory experience of major case handling;
- Very good personal and communications skills, both written and oral.

Desirable

- Knowledge of project management theories and practises;
- 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;
- Driving license of category C;
- Knowledge of Albanian and/or Serbian language.

Position: Community Policing Advisor to Kosovo Police	Employment Regime: Seconded	
Ref. Number: EK 30220 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Strengthening Division/ Advisory Unit Police and Border Matters/Kosovo Police – Central Advisors	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Community Policing Advisor to Kosovo Police reports to the Advisor to the Department for Investigations.

Main Tasks and Responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) at central and regional levels throughout Kosovo;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to the area of Community Policing;
- To provide technical, tactical and constructive advice to support, to mentor and monitor Kosovo Police leadership at the central and regional levels, in relation to initiating pro-active and re-active approach in the field of implementation of Community Policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities;
- To coordinate closely with other relevant organisational units and in particular with the Advisor to the Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Leader;
- Develop strategies to support the capacity and capability of Kosovo Police in enhancing their Community Policing function including problem solving policing, community engagement and interaction, with a particular focus on the prevention, identification, reduction and prosecution of ethnically motivated crimes and incidents. This should also include the development of community impact assessments;
- To provide bids to the Tasking and Coordinating function of the Unit for the use of resources to tackle prioritised thematic activity;
- To identify opportunities for intervention activities relating to workshops and seminars by means of Small Scale Projects activity;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chain of Command.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area; OR
- Equivalent and attested Police or/and Military education.
AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience within the area of Community Policing (specific knowledge and expertise relating to the systems, processes and products for community engagement, tension indicators, community impact assessments and partnership working).

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Business Administration, Economy, Law, Public Administration or other related field;
- At least 2 years of experience as a supervisor/manager of a unit or a team within the required field of specialisation;
- Very good personal and communications skills, both written and oral;
- Driving license of category C;
- Trained, authorised and equipped with fire arm for deployment in the North of Kosovo.

Desirable

- Knowledge of project management theories and practises;
- 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;
- Knowledge of Albanian and/or Serbian language.

Position: Intelligence Led Policing Advisor to Kosovo Police	Employment Regime: Seconded	
Ref. Number: EK 30221 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Strengthening Division/ Advisory Unit Police and Border Matters/Kosovo Police – Central Advisors	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Intelligence Lead Policing Advisor to Kosovo Police reports to the Advisor to the Department for Investigations.

Main Tasks and Responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) at central and regional levels throughout Kosovo;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to the area of Intelligence Led Policing;
- To provide technical, tactical and constructive advice to support, to mentor and monitor Kosovo Police leadership at the central and regional levels, in relation to initiating pro-active and reactive approach in the field of implementation of Intelligence Led Policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities;
- To coordinate closely with other relevant organisational units and in particular with the Advisor to the Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Leader;
- Develop strategies to support the capacity and capability of Kosovo Police officers in tackling serious and organised crime through the development of Intelligence Led investigations;
- To provide bids to the Tasking and Coordinating function of the Unit for the use of resources to tackle prioritised thematic activity;
- To identify opportunities for intervention activities relating to workshops and seminars by means of Small Scale Projects activity;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chain of Command.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

OR

- Equivalent and attested Police or/and Military education.

AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience within the area of police operations relating to National Intelligence Model function and Intelligence Lead Policing process (specific knowledge and expertise relating to the systems, processes and products of Intelligence Led Policing).

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Business Administration, Economy, Law, Public Administration or other related field;
- At least 2 years of experience as a supervisor/manager of a unit or a team within the required field of specialisation;
- Very good personal and communications skills, both written and oral;
- Driving license of category C;
- Trained, authorised and equipped with fire arm for deployment in the North of Kosovo.

Desirable

- Knowledge of project management theories and practises;
- 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;
- Knowledge relating to relevance software applications utilised within the function of Intelligence Lead Policing, together with an understanding of standardised analytical products;
- Knowledge of Albanian and/or Serbian language.

Position: Gender Based Violence/ Advisor to Kosovo Police on Gender Based Violence	Employment Regime: Seconded	
Ref. Number: EK 30223 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Strengthening Division/ Advisory Unit Police and Border Matters/Kosovo Police – Central Advisors	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Advisor on Gender Based Violence to Kosovo Police reports to the Advisor to the Department for Investigations.

Main Tasks and Responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) at central and regional levels throughout Kosovo;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to the area of Gender Based Violence throughout the criminal justice process with a specific focus on vulnerable victims requirements.
- To provide technical, tactical and constructive advice to support, to mentor and monitor Kosovo Police leadership at the central and regional levels, in relation to initiating pro-active and reactive approach in the field of Gender Based Violence within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities;
- To coordinate closely with other relevant organisational units and in particular with the Advisor to the Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Leader;
- Develop strategies to support the capacity and capability of Kosovo Police officers in tackling serious and organised crime through the development of victim orientated investigations.
- To provide bids to the Tasking and Coordinating function of the Unit for the use of resources to tackle prioritised thematic activity.
- To identify opportunities for intervention activities relating to workshops and seminars by means of Small Scale Projects activity.
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chain of Command.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area; OR
- Equivalent and attested Police or/and Military education.
AND
- After having fulfilled the education requirements, a minimum of 3 years of relevant professional experience dealing with Gender Based Violence (especially victims of sexual violence and other crimes requiring specialised victim orientated training).

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Business Administration, Economy, Law, Public Administration or other related field;
- Very good personal and communications skills, both written and oral;
- Driving license of category C;
- Trained, authorised and equipped with fire arm for deployment in the North of Kosovo.

Desirable

- Knowledge of project management theories and practises;
- 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;
- Knowledge of Albanian and/or Serbian language.

Position: Multifaceted Mobile Team Coordinator	Employment Regime: Seconded	
Ref. Number: EK 30224 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Component/Department/Unit: Strengthening Division/ Advisory Unit Police and Border Matters / Multifaceted Mobile Team	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Multifaceted Mobile Team Coordinator reports to the Advisor to the Deputy Director General Operations.

Main Tasks and Responsibilities:

- As part of the Multifaceted Mobile Team the post holder will coordinate the activity of the Multifaceted Mobile Team and engage in functional activity, travelling within the area of operations to advise on or review current Kosovo Police (KP) procedures and providing advice and direction to KBP on strategic level;
- Providing policy advice and technical expertise from a multi-disciplinary perspective on a variety of border police related practices and management issues, particularly on matters related to the management of the border crossings, administrative boundary line and cross border inter agency co-operation;
- Expected to lead the work of the Multifaceted Mobile Team and be responsible for their day-to-day tasking and coordination;
- To coordinate the reporting requirements of the Multifaceted Mobile Team;
- To coordinate the conduct of specific thematic inspections and performance assessment tasks as directed by the Tasking and Coordination Process of the Unit;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To act as the coordinator and single point of contact on behalf of the Head of Unit for internal and external administrative processes;
- Establish and maintaining contacts with other organisations monitoring and compiling an overview of their functional-related activities and identifying possible partners;
- To undertake any other related tasks as requested by the Chain of Command.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training
AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience possibly in Police, Border Police or Customs.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Business or Public Administration, Management or other related university studies;
- Good understanding of Intelligence Lead Policing;
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- At least 4 years of experience at management level;
- Ability to perform under stress and in difficult circumstances;
- Driving license of category C.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo and Western Balkans;
- Knowledge of Albanian and/or Serbian language.

Position: Multifaceted Mobile Team Customs Advisor	Employment Regime: Seconded	
Ref. Number: EK 30225 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Component/Department/Unit: Strengthening Division/Advisory Unit Police/Border Matters / Multifaceted Mobile Team	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Multifaceted Mobile Team Customs Advisor reports to the Multifaceted Mobile Team Coordinator.

Main Tasks and Responsibilities:

- To work as a Multifaceted Mobile Team Custom Officer travelling within the area of operations to advise on or review current Kosovo Customs (KC) procedures and providing advice and direction to KC on strategic level;
- Providing policy advice and technical expertise from a multi-disciplinary perspective on a variety of border police related practices and management issues, particularly on matters related to the management of the border crossings, administrative boundary line and cross border inter agency co-operation;
- Expected to work as part of a multifaceted team lead functional activity within the field of their expertise;
- Expected to work as part of a multifaceted team support Police and Border Police advisors in their functional activity;
- To review the documented policies in Kosovo Customs (KC), looking closely at the code of ethics and provide a Strategic Risk Assessment;
- To monitor, mentor and advise the relevant Kosovo Customs Directorates on the strategic and operational management of borders, including the customs control on persons, vehicles and goods entering or exiting Kosovo;
- To advise and assist Kosovo Customs Directorates in improving the capability of border control officers to detect smuggling offences and customs frauds;
- To conduct specific thematic inspections and performance assessment tasks on Kosovo Border Crossing Points and Customs Terminals in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- Assisting Kosovo Customs with the implementation of the agreements reached through the Dialogue between Belgrade and Pristina;
- Assisting Kosovo Customs with the implementation of international and bilateral principles and agreements in relation to Border Management in cooperation with neighbouring countries through the existing Coordination Centres;
- To MMA Kosovo Customs on principles and agreements between Belgrade and Pristina (e.g. participation in meetings);
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- Establish and maintaining contacts with other organisations monitoring and compiling an overview of their border-related activities and identifying possible partners;
- To undertake any other related tasks as requested by the Chain of Command.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested Customs education or training
AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience possibly in Customs matters.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Business or Public Administration, Management or other related university studies;
- Proven experience as facilitator in cross border meetings related to international Border/Boundary agreements;
- Good understanding of Intelligence Lead Processes;
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- At least 3 years of experience at management level;
- Ability to perform under stress and in difficult circumstances;
- Driving license of category C.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations in the field of Customs Procedures;
- Extensive knowledge and proven experience in anti-smuggling and drug enforcement;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo and Western Balkans;
- Knowledge of Albanian and/or Serbian language.

Position: Multifaceted Mobile Team Police Advisor	Employment Regime: Seconded	
Ref. Number: EK 30226 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Component/Department/Unit: Advisory Unit Police and Border Matters/Multifaceted Mobile Team	Security Clearance Level: EU CONFIDENTIAL of equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Multifaceted Mobile Team Police Advisor reports to the Multifaceted Mobile Team Coordinator

Main Tasks and Responsibilities:

- To work as a Multifaceted Mobile Team Police Officer travelling within the area of operations to advise on or review current Kosovo Police (KP) procedures and providing advice and direction to KP on strategic level;
- As part of a multifaceted team lead functional activity within the field of their expertise;
- As part of a multifaceted team support Border Police and Customs advisors in their functional activity;
- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) under a mobile team concept;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures ("institutional" MMA);
- To contribute to the implementation of the Mission's policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To collect and collate performance statistics that relate to Kosovo's criminal justice system, as part of the Mission's benchmarking processes covering all of Kosovo;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To maintain statistics, records or other documentation as it relates to the Mission Implementation Plan (MIP) and reporting on the status of Mission Implementation Plan (MIP) efforts as required;
- To liaise with the KP on the Mission Implementation Plan (MIP) regarding any activities within his/her area of responsibility;
- To gather, collect, analyse all the necessary information and to compile the monthly reports according to the Mission programme and directives as it relates to the Mission Implementation Plan (MIP);
- Other duties as assigned to include providing intensive MMA in support of the Mission Implementation Plan (MIP) actions or assigned to special projects and relevant cross cutting issues;
- To liaise with relevant national and international organisations to review current policies and operating principles;
- To be available for potential redeployment to the north of Kosovo according to operational needs;
- To undertake any other related tasks as requested by the Chain of Command.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested Police or/and Military education
AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Business Administration, Economy, Law, Public Administration or other related field;
- Driving license of category C;
- Good understanding of Intelligence Lead Policing;
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- At least 3 years of experience at senior management level in command of a district or specialist department;
- Knowledge of and experience in project management;
- Ability to perform under stress and in difficult circumstances.

Desirable

- Substantial knowledge/experience in relevant policing areas (investigations, prevention, traffic, operations, administration);
- 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;
- Very good knowledge and/or experience in strategic management;
- Very good interpersonal and communication skills, both written and oral;
- Knowledge of Albanian and/or Serbian language.

Position: Multifaceted Team Border Police Advisor	Employment Regime: Seconded	
Ref. Number: EK 30227 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Component/Department/Unit: Strengthening Division/ Advisory Unit Police and Border Matters / Multifaceted Mobile Team	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Multifaceted Mobile Team Border Police Advisor reports to the Multifaceted Mobile Team Coordinator.

Main Tasks and Responsibilities:

- To work as a Multifaceted Mobile Team Border Police Officer travelling within the area of operations to advise on or review current Kosovo Police (KP) procedures and providing advice and direction to KBP on strategic level;
- Providing policy advice and technical expertise from a multi-disciplinary perspective on a variety of border police related practices and management issues, particularly on matters related to the management of the border crossings, administrative boundary line and cross border inter agency co-operation;
- Expected to work as part of a multifaceted team lead functional activity within the field of their expertise;
- Expected to work as part of a multifaceted team support Police and Customs advisors in their functional activity;
- To review the documented policies in Kosovo Border Police (KBP), looking closely at the code of ethics and provide a Strategic Risk Assessment;
- To conduct specific thematic inspections and performance assessment tasks on Kosovo Border Crossing Points and Stations in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- Assessing the achievements of Kosovo Border Police in meeting the benchmarks set in the Visa Liberalisation Roadmap and providing assistance in such activities when needed;
- Assisting Kosovo Border Police with the implementation of the agreements reached through the Dialogue between Belgrade and Pristina;
- Assisting Kosovo Border Police with the implementation of international and bilateral principles and agreements in relation to Border Management in cooperation with neighbouring countries through the existing Coordination Centres;
- To MMA Kosovo Border Police on principles and agreements between Belgrade and Pristina (e.g. participation in meetings);
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- Liaising with other stakeholders providing technical and policy advice on border security and management issues;
- Establish and maintaining contacts with other organisations monitoring and compiling an overview of their border-related activities and identifying possible partners;
- To undertake any other related tasks as requested by the Chain of Command.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training
AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience possibly in Border Police matters.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Business or Public Administration, Management or other related university studies;
- Proven experience in specialised areas: Schengen Borders Code and Integrated Border Management;
- Proven experience as facilitator in cross border meetings related to international Border/Boundary agreements;
- Good understanding of Intelligence Lead Policing;
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- At least 3 years of experience at management level;
- Ability to perform under stress and in difficult circumstances;
- Driving license of category C.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations in the field of Border Policing ;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo and Western Balkans;
- Knowledge of Albanian and/or Serbian language.

Position: Chief Regional Advisor North	Employment Regime: Seconded	Post Category:
Ref. Number: EK 30228 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Strengthening Division/ Advisory Unit Police and Border Matters/KP North Regional Directorate	Security Clearance Level: EU CONFIDENTIAL of equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Chief Regional Advisor North reports to the Advisor to Deputy Director General Operations

Main Tasks and Responsibilities:

- To deliver the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Regional Commanders and their Regional Teams in Mitrovica;
- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To direct and supervise the work of the Regional Advisor and Station Advisors in the KP north Regional Directorate to ensure it delivers on the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the Advisor to Deputy Director General Operations;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures ("institutional" MMA);
- To contribute to the implementation of the Mission's policies by assertive MMA in the field of serious organised crime, potential political interference and corruption, human rights and gender, etc.;
- To guide and advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation and in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the Regional Commander regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To liaise with relevant international stakeholders operating into the Region at the appropriate level;
- To coordinate and monitor the implementation of the programs and projects run in the region;
- To undertake any other related tasks as requested by the Advisor to Deputy Director General Operations

Mission Specific

- Driving license of category C;
- Staff member is expected, subject to national caveat to live in the north;
- Authorised to carry and issued a personal weapon.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area; OR
- Equivalent and attested Police or/and Military education.
AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience within an EU Member State or Mission contributing authority, no more than 5 years from the point of application.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field;
- Senior Law Enforcement Officer;
- Strong knowledge and understanding of Intelligence Lead Policing;
- At least 5 years of experience at senior management level in command of a district or specialist department (indicative management supervising 80 staff members);
- Knowledge of and experience in project management;
- Ability to perform under stress and in difficult circumstances.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Deputy Chief Regional Advisor North	Employment Regime: Seconded	Post Category:
Ref. Number: EK 30229 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Strengthening Division/ Advisory Unit Police and Border Matters /KP North Regional Directorate	Security Clearance Level: EU CONFIDENTIAL of equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Deputy Chief Regional Advisor North reports to the Chief Regional Advisor North.

Main Tasks and Responsibilities:

- To support the Chief Regional Advisor North in the delivery of the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Regional Commanders and their Regional Teams in Mitrovica;
- To deputise for the Chief Regional Advisor North in their absence;
- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures ("institutional" MMA);
- To contribute to the implementation of the Mission's policies by assertive MMA in the field of serious organised crime, potential political interference and corruption, human rights and gender, etc.;
- To guide and advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation and in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the Regional Commander regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To liaise with relevant international stakeholders operating into the Region at the appropriate level;
- To coordinate and monitor the implementation of the programs and projects run in the region;
- To undertake any other related tasks as requested by the Chain of Command.

Mission Specific

- Driving license of category C;
- Staff member is expected, subject to national caveat to live in the north;
- Authorised to carry and issued a personal weapon.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

OR

- Equivalent and attested Police or/and Military education.

AND

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience within an EU Member State or Mission contributing authority, no more than 5 years from the point of application.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field;
- Senior Law Enforcement Officer;
- Strong knowledge and understanding of Intelligence Lead Policing;
- At least 5 years of experience at senior management level in command of a district or specialist department (indicative management supervising 80 staff members);
- Knowledge of and experience in project management;
- Ability to perform under stress and in difficult circumstances.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Regional Advisor	Employment Regime: Seconded	Post Category:
Ref. Number: EK 30233 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Component/Department/Unit: Strengthening Division/Advisory Unit Police and Border Matters /KP North Regional Directorate	Security Clearance Level: EU CONFIDENTIAL of equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Regional Advisor reports to the Chief Regional Advisor North.

Main Tasks and Responsibilities:

- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) on managerial level with focus on police stations level in the North;
- To support the Mission's efforts in addressing areas of organisational structural weakness in the operational and tactical performance and accountability of Kosovo Police within region North;
- To contribute to the implementation of the Mission's policies by assertive MMA to prevent potential political interference and corruption, whilst supporting and promoting human rights and gender mainstreaming;
- To liaise with relevant international stakeholders operating in the region at the appropriate level;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other tasks as requested by the Chain of Command.

Education and Experience

Essential

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area; OR
 - Equivalent and attested Police or/and Military education.
- AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant policing experience within a Member State or third contributing State.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Political Sciences, Business Administration, Programme Management or other related field;
- Law Enforcement Officer with managerial experience;
- Strong knowledge and understanding of Intelligence Lead Policing;
- Experience at management level in command of a district station or specialist department;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;

- Staff member is expected, subject to national caveat to live in the north.

Desirable

- Previous International Policing experience;
- Substantial knowledge/experience in relevant policing areas (investigations, prevention, traffic, operations, administration); 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;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Serbian and/or Albanian language;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.

Position: Head of Press and Public Information Office (PPIO)	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 30062 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Office of the Chief of Staff/Chief of Staff Office/Press and Public Information Office (PPIO)	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of PPIO reports to the Chief of Staff.

Main Tasks and Responsibilities:

- To direct and supervise the work of the Press and Public Information Office (PPIO);
- To contribute on the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To act as the Mission's Chief Spokesperson;
- To manage the institutional image of EULEX KOSOVO proficiently, providing relevant advice and guidance;
- To manage the Mission's internal and external communication pro-actively including through press conferences, background briefings, press releases, interviews, website, intranet, social media etc.;
- To write on behalf of the HoM and other senior Mission staff articles, interviews, op-eds, commentaries and place them in opinion forming media;
- To pitch stories about EULEX KOSOVO to the media;
- To produce image films and video footage for the free of charge use of the media and place it in TV programmes during prime time;
- To create and promote media campaigns and public outreach in support of a positive public image of EULEX KOSOVO;
- To establish a network with journalists and editor's in chief of key media;
- To contribute to the Mission's efforts to support local rule of law institutions in their PR work;
- To analyse the public impact of the effectiveness of activities;
- To be responsible for the production of the daily media monitoring and its dissemination internally through the structure;
- To publish a corporate magazine;
- To undertake any other related tasks as requested by the Chief of Staff.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 4 years attested by a diploma at Master's level - equivalent to level 7 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related university studies;
- At least 5 years of management experience;
- Sound knowledge of and experience with strategic communication issues and running media and outreach campaigns;
- Track record of managing successfully the image of a large organisation;
- Track record of issues and reputation management;
- Substantive experience working in media, PR and/or advertising;
- Excellent copywriting and copyediting skills.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Substantial knowledge of the media landscape;
- Good network and contacts with key media, PR and advertising agencies;
- 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;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Experience in TV and radio production.

Position: IT Forensics Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. number: EK 30139 Confirmed vacancies: 2 Pending vacancies: 0	Location:	Availability: Sep 2016
Component/Department/Unit: Executive Division / Executive Criminal Investigations Department / Organised Crime Investigation Unit	Security Clearance Level: EU SECRET	Open to contributing third States: No

Reporting Line:

The IT Forensics Officer reports to the Chief of Organised Crime Investigation Unit.

Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To ensure compliance with established policies and procedures, including applicable laws in Kosovo and Internationally accepted human rights standards, in the forensic examination of IT and related equipment;
- To examine computers, digital storage and mobile phones;
- To ensure evidence search, forensically examine and recover data, and make reports and presentations in a way that can be used as evidence in an investigation;
- To be present during operational searches and to give specialist advice to investigators in the recovery of IT equipment and/or data at the scene of a search;
- To work alongside and support investigators as a specialist forensics investigator;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To provide service and maintenance to IT-forensics equipment;
- To undertake any other related tasks as requested by the Chief of Organised Crime Investigation Unit.

Mission Specific

- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: IT, Forensics, Telecommunications or other related university studies;
- Extensive and progressive experience in IT-forensics and with a background in Law Enforcement agencies;
- Comprehensive knowledge and evidenced experience of using common forensic software such as Encase or FTK;
- Experience in working with forensic tools such as .XRY or Cellebrite for extracting information from mobile telephones;
- Sufficient knowledge in maintenance of computers and networking;

Desirable

- 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;
- Previous international policing experience in Missions;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

Position: Lawful Interception Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. number: EK 30140 Confirmed vacancies: 3 Pending vacancies: 0	Location:	Availability: Sep 2016
Component/Department/Unit: Executive Division / Executive Criminal Investigations Department /Organised Crime Investigation Unit	Security Clearance Level: EU SECRET	Open to contributing third States: No

Reporting Line:

The Lawful Interception Officer reports to the Chief of Organised Crime Investigation Unit.

Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To perform day-to day duties in accordance with established policies and procedures, including applicable Laws in Kosovo and internationally accepted human rights standards, in line with the Mission mandate and priorities;
- To execute lawful interception work in accordance with the requirements of the OCIU and in line with the Mission mandate and priorities;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chief of Organised Crime Investigation Unit.

Mission Specific

- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: IT, Forensics, Telecommunications or other related university studies;
- Extensive and progressive experience in handling and maintenance of telecommunication equipment, substantial knowledge in interception techniques;

- Substantial and relevant professional experience within the field of lawful intercepts and information dissemination and/or high level criminal investigation skills;
- Sufficient knowledge in maintenance of computers and networking;
- Background in investigations, technical and operational support;
- Experience in working organised crime cases;
- Knowledge of applicable laws and regulations in his domain.

Desirable

- 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;
- Previous international policing experience in Missions;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills.

Position: Human Resources and Recruitment Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: EK 30268 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Jan 2017
Component/Department/Unit: Mission Support Department/Human Resources Office	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Human Resources and Recruitment Officer reports to the Head of Human Resources Office.

Main Tasks and Responsibilities:

- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for seconded eligible staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement;
- To participate as a member of selection panels as required;
- To communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To take active part in implementing procedures deriving from staffing reviews, such as internal competitions for retention of staff, internal Calls for Applications, redeployments, etc.;
- To advise and assist staff members concerning the human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To undertake any other related tasks as requested by the Head of Human Resources Office.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise:

Social Sciences, Human Resources, Business Administration or other related university studies;

- At least 5 years of experience in general human resources administration and particularly planning and recruitment, ideally in an international context;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

Desirable

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

Position: Chief Logistics Unit	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Management Level
Ref. Number: EK 30290 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Mission Support Department/ Technical Services/Logistics Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Chief Logistics Unit reports to the Head of Technical Services.

Main Tasks and Responsibilities

- To direct and supervise the work of the Logistics Unit;
- To plan, analyse, design, program and implement all aspects of logistical needs of the Mission, in cooperation and coordination with relevant members of Mission Support Department and operational structures;
- To determine optimal minimum and maximum inventory levels for the different stocks; to approve amounts required for maintaining adequate stock levels and subsequent requests necessary for its replenishment;
- To identify the needs in terms of goods and/or services specifically required for the area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To oversee assistance to non-technical units in preparation of specifications of items to be procured;
- To receive, review, analyse, assign, process and track certified requisitions submitted by customers; to maintain liaison with customers on any supply needs;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Mission, ensuring systems in place for replacement and repair;
- To coordinate and facilitate accommodation of staff in EULEX KOSOVO locations;
- To be responsible for the computerised warehousing system to analyse stock history data in order to maintain an efficient and reliable automated inventory stock control system;
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects;
- To prepare or direct the preparation of communications, memoranda, presentations, and other media related to logistics and warehouse activities;
- To supervise and review work of all logistics staff for accuracy, productivity, completeness and compliance with established logistics procedures ensuring that stock is replenished, stored, rotated and disposed of effectively;
- To develop and maintain work standards and provide for respective staff training;
- To undertake any other related tasks as requested by the Head of Technical Services.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training

AND

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Business Administration, Logistics, Engineering or other related university studies;
- At least 10 years of professional experience in the areas of supply, logistics and warehouse procedures and practices;
- At least 5 years of management experience;
- International experience in managing support services of international organisations or military operations, particularly in crisis areas;
- Good awareness of different product and services markets and industrial business networks;
- Good working knowledge of MS Word, Power Point and Excel software's.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- To have experience in the implementation of EU procurement processes and regulations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- To be familiar with the use of MS Access and specific logistics planning software's;
- Ability to perform under stress and in difficult circumstances.

Position: Communications Officer (Telephone Systems)	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level
Ref. Number: EK 30296 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Mission Support Department/ Technical Services/ Communications Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Communications Officer (Telephone Systems) reports to the Chief Communications Unit.

Main Tasks and Responsibilities

- To be responsible for the creation and maintenance of a telephone system plan for the Mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the Mission;
- To establish the necessary technical liaison and coordination with other international organisations in the Mission area, to implement telephone systems interconnections with UNMIK, KFOR & Kosovo Government Agencies;
- To establish and maintain Secure Voice, encrypted telephone equipment;
- To program and maintain a Mission area wide distributed architecture PABX Voice System
- To install power supplies and backup power systems;
- To install satellite systems phone systems;
- To implement a preventative maintenance schedule for the Mission voice system;
- To ensure that adequate levels of spare parts are available the Mission voice system;
- To establish the necessary technical liaison and coordination with other international organisations in the Mission area;
- To provide advice and training to all end users;
- To produce precise reports concerning communication issues and to recommend improvements for future acquisitions;
- To manage and installation of call cost monitoring software/billing systems;
- To establish Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all telephone voice system issues;
- To undertake any other related tasks as requested by the Chief Communications Unit.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training
AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: IT/Telecommunications or other related university studies;
- At least 6 years of experience in telephone system technology management and maintenance
- Computer literate (Word, Excel, PowerPoint, Access).

Desirable

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

Position: Communications Officer (Interception Systems)	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level
Ref. Number: EK 30297 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Division/Department/Unit: Mission Support Department/ Technical Services/ Communications Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Communications Officer (Interception Systems) reports to the Chief of Communications Unit.

Main Tasks and Responsibilities

- To contribute on the operational level a long term data integrity, archive and retrieval plan for all Mission lawfully intercepted content;
- To perform day-to day duties in accordance with established policies and procedures, including applicable Laws in Kosovo and internationally accepted human rights standards, in line with the Mission mandate and priorities;
- To execute the maintenance of the lawful interceptions systems;
- To ensure timely and accurate reporting and information flow as per planning documents and maintenance documents;
- To be responsible for the maintenance, and care taking of the main lawful interception equipment as a system and network administrator;
- To be updated with the current status of the system, and take action when problem, bugs or other things occur and threaten the daily operation of the systems;
- To conduct daily health checks of the server systems, and manages the systems as a system administrator;
- To fix the system problems and contact the maintenance company for critical errors;
- To follow up the updates for the Lawful Interception Systems;
- To provide assistance to the lawful intercept operators in the day to day process of operations;
- To set up the workstations at the Live Listening Room, join them to LI Domain, install all applications, and make ready to use for the investigators;
- To undertake any other related tasks as requested by the Chief of Communications.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: IT/Telecommunications or other related university studies;

- At least 5 years of experience in information and communication technology management;
- At least five (5) years of relevant and proven full-time experience as a LI technical support;
- Computer literate (Word, Excel, PowerPoint, Access).

Desirable

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

Position: Chief of Close Protection Unit	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 30324 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Oct 2016
Division/Department/Unit: Security and Safety Department /Mission Security-Close Protection Unit/Close Protection Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Chief of the Close Protection Unit reports to the Deputy Senior Mission Security Officer (DSMSO).

Main Tasks and Responsibilities:

- To manage the Mission's close protection needs as regards the HoM, visiting VIPs or those of EULEX KOSOVO Mission staff at risk, in line with established procedures;
- To be responsible for in-depth planning and execution of security operations within the Close Protection Unit (CPU);
- To ensure Armed Close Protection to the HoM, visiting VIPs or those of EULEX KOSOVO Mission staff at risk;
- To identify Mission staff's personal security training needs and to ensure development and delivery of necessary training;
- To manage the development of CPU policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out daily administration and operational planning for the CPU;
- To assist in the oversight of all CPU staff, providing instructions, support and assistance as required;
- To provide comprehensive procedural documents with respect to CPU activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To coordinate VIP visits with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To undertake any other related tasks as requested by the DSMSO.

Mission Specific

- Authorised to carry and issued a personal weapon;
- Driving license of category C;
- Staff member might be expected to live in the north.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 4 years attested by a diploma at Master's level – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area;
OR
- Equivalent and attested Police or/and Military education or a Civilian Security Organization with specialized training on field operations, force protection and/or security
AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Military Sciences, Social Sciences or Security;
- At least 8 years of progressively responsible professional experience at management level in the Field of Close Protection in the civilian security sector or in the military/police;
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to Close Protection;
- Experience in safety and security and in the development of relevant policies and procedures;
- Very good interpersonal and communication skills, both written and oral.
- Demonstrated ability in providing effective operational planning for a CPU;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Trained and certified in advanced close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Close Protection Operator	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Assistant Level (MSAL)
Ref. Number: EK 30326 Confirmed Vacancies: 3 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 1 in Sep 2016 1 in Dec 2016 1 in Jan 2017
Component/Department/Unit: Security and Safety Department/ Close Protection Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Close Protection Operator reports to the Chief of Close Protection Unit.

Main Tasks and Responsibilities:

- To be responsible for in operational Close Protection (C/P) operations;
- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX KOSOVO Mission staff at risk;
- To provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training;
- To carry out daily administration and operational planning for daily C/P activities;
- To provide comprehensive procedural documents with respect to C/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To assist in coordination of VIP visits with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission C/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Chief of Close Protection Unit.

Mission Specific

- Authorised to carry and issued a personal weapon;
- Driving license of category C;
- Staff member might be expected to live in the North.

Education and Experience:

Essential

- A level of secondary education attested by a diploma and a relevant specialised training in close protection techniques;
OR
- Equivalent and attested Police or/and Military education.
AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

Specification of Education and Experience

- At least 2 years of experience in close protection;
- Demonstrated ability in providing effective operational planning for a Close Protection Team;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Trained and certified in close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Team Leader (Mission Security Officer Team)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff – Management Level (MSML)
Ref. Number: EK 30327 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Nov 2016
Component/Department/Unit: Security and Safety Department/Mission Security-Close Protection Unit/Mission Security Officer Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Team Leader (Mission Security Officer Team) reports to the Deputy Senior Mission Security Officer (DSMSO).

Main Tasks and Responsibilities:

- To direct and supervise the work of the Mission Security Officers in the team;
- To develop, implement, update and maintain regional security policies, plans and procedures;
- To carry out appropriate assessments in order to ensure security measures are put in place, in a timely and effective manner;
- To manage guard force activities;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including to the Joint Operations Room;
- To anticipate security needs of the region and to support the Operations and Planning Officer with budgeting and procuring goods and services as appropriate, and to oversee the implementation of security contracts;
- To conduct or oversee security training for regional staff members in warden, residential, office, travel and general security awareness, as well as to identify future training needs;
- To undertake any other related tasks as required by the DSMSO.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area OR
- Equivalent and attested police, military and/or civilian security organisation education or training AND
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security or Emergency Management or other related field;
- At least 5 years of professional experience at management level in the civilian security sector or in the police/military;

- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Authorised to carry and be issued a personal firearm if seconded or be prepared to be trained in their use if contracted;
- Very good interpersonal and communication skills;
- Driving license of Category C;
- Staff member might be expected to live in the north.

Desirable

- Successful completion of the EEAS Security Officers Certification Course (MSO);
- Previous experience as MSO in a CSDP Mission;
- Knowledge of EU security policies and security organisation;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Mission Security Officer	Employment Regime: Seconded / Contracted	Post Category: Mission Support - Assistant Level (MSAL)
Ref. Number: EK 30329 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Dec 2016
Component/Department/Unit: Security and Safety Department / Close Protection Unit/Mission Security Officer Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Mission Security Officer (MSO) reports to the Team Leader/Mission Security Officer Team.

Main Tasks and Responsibilities:

- To assist SMSO with the implementation of the Policy of the European Union on the security of personnel deployed outside the European Union in an operational capacity under Title V of the Treaty of the European Union (TEU), in particular:
 - To assess local security conditions;
 - To process, prepare and rendering operational security plans;
 - To implement the EULEX KOSOVO security plan;
 - To perform security management in the field;
 - To perform emergency communications as needed;
 - To take necessary measures to ensure office and residential security;
- To undertake any other related tasks as requested by the Team Leader/Mission Security Officer Team

Education and Experience:

Essential

- A level of secondary education attested by a diploma and relevant specialised trainings
OR
- Equivalent Police/Military education or education at a civilian security organisation
AND
- After having obtained the required education / specialised trainings, at least 5 years of relevant and full-time professional experience of which 1 year experience of Field Security.

Specification of Education and Experience

- Demonstrated ability and experience to contribute creatively to the development of security strategies and procedures;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving licence of Category C;
- Ability to analyse information;
- Staff member might be expected to live in the north.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Successful completion of the EU Mission Security Officers Certification Course;
- Ability to perform under stress and in difficult circumstances.

Position: Chief Security Information Analysis Unit	Employment Regime: Seconded/Contracted	Grading category: Expert
Ref. Number: EK 30330 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Sep 2016
Component/Department/Unit: Security and Safety Department/Security Information and Analysis Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Chief Security Information Analysis reports to the Senior Mission Security Officer (SMSO).

Main Tasks and Responsibilities:

- To direct and supervise the work of the Security Information Analysis Unit;
- To gather comprehensive information about events or actions that may affect the safety and security of EU staff and assets within the Mission area;
- To assess all political and social information in relation to the Mission security;
- To advise the SMSO on a daily basis on the security clearance for movement of personnel within the Mission area;
- To review all security threats as they affect the Mission, as well as information and data protection and advise on counter measures to such threats;
- To conduct risk analysis and threat assessments;
- To provide up-to-date security information for the SMSO's daily/weekly/monthly brief;
- To monitor the Mission-wide threat and propose changes to the Mission security phases to the SMSO as applicable;
- To provide briefings to new staff members to the Mission on the Mission-wide security situation;
- To liaise with UN Agencies, local Police, NATO/KFOR, international organisations and NGOs with regard to security information;
- To ensure the quick dissemination of security related information;
- To liaise closely with other elements of the security unit in the planning and preparation of security plans or briefs;
- To undertake any other related tasks as requested by the SMSO.

Education and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 4 years attested by a diploma at Master's level - equivalent to level 7 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training
AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security or Emergency Management;
- At least 5 years of experience in security information analysis in a police or military environment;
- Proven information analysis, staff and leadership experience required;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- International experience, particularly in crisis areas with multi-national and international security organisation;
- Excellent analytical skills;
- Driving licence of Category C;
- Excellent presentational skills with experience in delivering Power Point presentations to large audiences in English language.

Desirable

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- 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;
- Successful completion of the EU Mission Security Officer Certification Course;
- Knowledge of IT Security and information analysis;
- Knowledge of Albanian and/or Serbian language.