

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 1-2016 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 20006	Liaison Officer	0	1	1	ASAP
	EK 20036	Joint Operations Room Shift Leader	0	2	2	Jul 2016
	EK 20038	Joint Operations Room Police Operator	0	2	2	Jul 2016
	EK 20045	Head of Planning, Coordination and Compliance Office	0	1	1	Jul 2016
	EK 20055	Head of Human Rights and Legal Office	0	1	1	ASAP
	EK 20057	Legal Officer	0	2	2	ASAP
	EK 20078	Legal Officer	0	1	1	ASAP
	EK 20080	Deputy Chief Prosecutor of Special Prosecution Office	0	1	1	ASAP

EK 20090	President of EULEX Judges	1	0	1	Jun 2016
EK 20097	Legal Officer at the Supreme Court/Appellate Court	0	1	1	ASAP
EK 20101	Legal Officer at Mobile Unit for Basic Court level	0	1	1	ASAP
EK 20120	Head of EU Office for Criminal Intelligence	1	0	1	Jun 2016
EK 20123	EU Office for Criminal Intelligence Analyst	0	1	1	ASAP
EK 20125	EU Office for Criminal Intelligence Desk Officer/Office Manager	0	1	1	ASAP
EK 20135	Chief of Organised Crime Investigation Unit	1	0	1	Jun 2016
EK 20137	Serious Crime Investigation Officer (Organized Crime Investigation Unit)	1	8	9	1 ASAP, 2 in Jun 2016, 6 in Jul 2016
EK 20143	Chief of Planning, Operations and Training Cell	0	1	1	ASAP
EK 20153	SWAT Team Leader	0	1	1	ASAP
EK 20154	SWAT Operator	0	8	8	6 ASAP, 1 in Jul 2016, 1 in Aug 2016
EK 20160	Chief of Border/Boundary Unit North	0	1	1	ASAP
EK 20162	Border Police Officer	0	3	3	2 ASAP, 1 in Jul 2016
EK 20171	Deputy Head of Strengthening Division	1	0	1	Jun 2016
EK 20185	Kosovo Prosecutorial Council Advisor	0	2	2	ASAP
EK 20186	Anti Corruption Advisor	0	1	1	ASAP

	EK 20220	Advisor to Deputy Director General Operations	1	0	1	Jun 2016
	EK 20221	Advisor to Assistant Deputy Director General Investigations	0	1	1	ASAP
	EK 20223	Mobile Advisor	0	9	9	8 ASAP, 1 in Jul 2016
	EK 20228	Chief Regional Advisor	0	1	1	ASAP
	EK 20229	Regional Advisor to Deputy Regional Commander	0	1	1	ASAP
	EK 20233	Station Advisor	0	2	2	Jul 2016
	EK 20324	Close Protection Team Leader	0	1	1	Jul 2016
	EK 20326	Close Protection Operator	0	2	2	1 in Jul 2016, 1 in Aug 2016
	<u>Seconded/Contracted</u>					
	EK 20026	Operations Officer	1	0	1	Jul 2016
	EK 20032	Project Officer	0	2	2	ASAP
	EK 20077	Prosecutor	2	3	5	3 ASAP, 2 in Jun 2016
	EK 20086	Forensic Doctor	0	1	1	ASAP
	EK 20089	Forensic Archaeologist	0	1	1	ASAP
	EK 20301	IT Officer (Network/Servers)	0	1	1	ASAP
Deadline for Applications:	29 April 2016 at 17:00 hours (Brussels time)					
E-mail Addresses to send the Job Application Form to:	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. 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:</p>					

	<p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) cpcc.eulexkosovo@eeas.europa.eu</p> <p>For contracted candidates:</p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use exclusively the online application form, posted in</p> <p style="text-align: center;">https://internationalrecruitment.eulex-kosovo.eu</p> <p>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.</p> <p>General aspects:</p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority. No further documentation besides the standard application form is necessary.</p>
Information:	<p>Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or from the following contacts:</p> <p>For questions from national authorities:</p> <p style="text-align: center;">Ms Antigone MARANA cpcc.eulexkosovo@eeas.europa.eu Tel: +32 2 584 2630</p> <p>For questions from individual applicants:</p> <p style="text-align: center;">EULEX KOSOVO/Human Resources HumanResources@eulex-kosovo.eu Tel: +381 38 78 ext. 8878, 6846, 6337</p>

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

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

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 adoption of another Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months. The deployment shall remain subject to the decision on the mandate of EULEX KOSOVO and the subsequent inclusion of the relevant position in the revised operational documents. Should a position therefore cease to exist after 14 June 2016 or any time later, the deployment will be understood as limited to this date only.

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 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.

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

² [Common European Framework of References for Languages](#)

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

Education – European Qualifications Framework (EQF)³.

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.

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.

³ <https://ec.europa.eu/ploteus/content/descriptors-page>

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: Liaison Officer	Employment Regime: Seconded	
Ref. Number: EK 20006 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Aug 2016
Division/Department/Unit: Office of the Head of Mission/ HoM Secretariat	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Liaison Officer to the Head of Mission reports to the Head of Mission.

Main Tasks and Responsibilities:

- To support, assist and advise on all relevant political issues and developments;
- To liaise with key international stakeholders in Kosovo in the area of Rule of Law;
- To maintain contacts at staff level with the relevant stakeholders, in order to collect and disseminate information;
- To brief visitors, guests, partners and interested parties on all aspects of the Mission;
- To assist with aspects of Mission visibility - e.g. preparing presentations and materials;
- To take minutes at meetings and conferences;
- To prepare draft reports and documents for the Head of Mission;
- To accompany Head of Mission as required to meetings and events, make necessary preparations and maintain contacts;
- 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 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 7 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences or other related university studies;
- At least 7 years of experience particularly in diplomatic field;
- Substantial experience in diplomatic relations with third countries and knowledge of the national administrations of the EULEX KOSOVO contributing third States;
- Good understanding or experience of Rule of Law and/or Civilian Crisis Management interventions;
- Experience in liaison with international partners and international organisations.

Desirable

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

Position: Joint Operations Room Shift Leader	Employment Regime: Seconded	
Ref. Number: EK 20036 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Jul 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 Operation Room (JOR) Shift Leader 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 coordinate the work of the shift in the JOR;
- 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 Police Operator - 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 undertake any other related tasks 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;

- At least 1 year 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;
- 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 EU classified information.

Position: JOR Police Operator	Employment Regime: Seconded	
Ref. Number: EK 20038 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Jul 2016
Component/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 Operation Room (JOR) Police Operator reports through the JOR Shift Leader to the Chief of the Joint Operations Room.

Main Tasks and Responsibilities:

- To execute the daily work of the JOR in shift routine, under the direction of the Shift Leader;
- 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 input into the JOR reporting channels, as per established procedures, incidents in the policing domain in a timely and accurate manner whilst ensuring information flow to the Office of the Deputy Head of Executive Division (Head of Executive Police) as appropriate;
- To ensure smooth information flow from and to the relevant parts of the Executive and Strengthening Divisions;
- To be responsible for the continuous maintenance, execution and evaluation of protocols related executive police operations or incidents;
- To contribute to the operational planning of the Executive Police;
- To monitor all Executive Police activities, in particular movements in the north of Kosovo, and act as the initial point of contact for headquarters and Mission personnel as required;
- 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 tasks as requested by the JOR Shift Leader.

Education and Experience:

Essential

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

Specification of Education and Experience

- Analytical, organisational, planning, and time-management skills;
- At least 1 year of experience in an operations room or comparable structure;
- 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;
- Experience in handling EU classified information;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

Position: Head of Planning, Coordination and Compliance Office	Employment Regime: Seconded	Post Category:
Ref. Number: EK 20045 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Jul 2016
Division/Department/Unit: Office of the Chief of Staff/ Planning, Coordination and Compliance Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Planning, Coordination and Compliance Office reports to the Chief of Staff.

Main Tasks and Responsibilities:

- To direct and supervise the work of the Planning, Coordination and Compliance Office (PCCO);
- To contribute at the policy level and in his/her field of expertise, to the Mission's efforts on mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanisms;
- To ensure internal communication, cooperation and coordination on the MIP;
- To ensure external communication, cooperation and coordination on the technical planning level with other relevant rule of law stakeholders in Kosovo in particular the EU Office in Kosovo with a view to avoid duplication of efforts and maximise synergies;
- To collate and analyse reports coming from the different organisational units, in particular the Divisions, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- To provide regular analysis on the Mission's progress in mandate implementation and monitor compliance of mission activities with EULEX KOSOVO mandate and overall EU policies;
- To lead and coordinate the overall evaluation and reporting functions related to the Office's activities, including the MIP;
- To prepare the MIP in coordination with other relevant organisational units and monitor its implementation, including through benchmarking, analysis and evaluation;
- To oversee the Office's efforts to advise the Divisions on the tools and means of the MIP as well as on setting the right priorities;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure a regular lessons identified and best practice process in the mission with a view to providing suggestions on improvements;
- To develop new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and monitoring mechanisms;
- 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: Business / 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 evaluation and compliance procedures;
- Substantial knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects.

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, preferably in an CSDP operation;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.);
- Sound understanding of and proven experience in rule of law, development and institution building;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Position: Head of Human Rights and Legal Office	Employment Regime: Seconded	
Ref. Number: EK 20055 Confirmed vacancies: 1 Pending vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff/Human Rights and Legal Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

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

Main Tasks and Responsibilities:

- To direct and supervise the work of the Human Rights and Legal Office;
- 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 a focal point and to provide expertise and advice on all legal matters affecting the mission, on the Mission's mandate, on the legal system in Kosovo, constitutional, human rights issues, privileges and immunities, administrative legal matters, technical arrangements and bilateral agreements;
- To act as a focal point for the disciplinary authority to ensure appropriate legal advice and required panel compositions in disciplinary matters, until a final decision is reached;
- To act as a member of various administrative appeal boards as defined in respective SOPs;
- To provide expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on human rights and the steps necessary to promote and protect human rights within the Mission;
- To coordinate the Mission's input in the drafting process of relevant local legislation in support of the EUSR/EU Office in Kosovo efforts;
- To provide expertise and advice to the Head of the Mission Support Department on administrative legal issues, including contracts and technical arrangements;
- 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 appropriate, with other external stakeholders;
- To support and facilitate the work of the Human Rights Review Panel (HRRP) for EULEX KOSOVO and act as HRRP's focal point in the Mission, as well as to provide advice in the best interest of the Mission as a whole;
- To undertake any other related tasks as required 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 the following field of expertise: Law
- Ability to perform under stress and in difficult circumstances;
- Proven knowledge of and experience in criminal law, international law and administration of justice;
- Expertise in human rights, particularly the European system;
- Experience in drafting legislation.

Desirable

- Excellent interpersonal and communications skills;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the legal, political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations acting in the field of rule of law;
- Knowledge of Albanian and/or Serbian language.

Position: Legal Officer	Employment Regime: Seconded	Post Category:
Ref. Number: EK 20057 Confirmed Vacancies:2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Office of the Chief of Staff/Human Rights and Legal Office	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Legal 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);
- To support the Head of Office in acting as focal point for all legal matters relating to the Mission;
- To prepare legal advice and assistance on these matters, on legal questions related to of Mission policies and operations as well as disciplinary matters and privileges and immunities;
- To prepare advice on applicable international and European legal standards and EU best practices;
- To draft technical arrangements with external interlocutors, standard operating procedures, legal and administrative guidelines, and correspondence;
- To support the Head of Office in coordinating the Mission's input in the drafting process of relevant local legislation in support of the EUSR/EU Office in Kosovo efforts, including by analysing local legislation and drafting opinions on the legal system in Kosovo and identifying possible areas for 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 other stakeholders within and outside the Mission;
- To undertake any other related tasks as required 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 the following field of expertise: Law;
- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation, including drafting and appraisal of legislation.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Post-graduate degree in law and successful completion of any related national legal qualification examinations;
- Experience in the area of Justice and Rule of Law and knowledge of criminal law, civil law, international law and administration of justice.

Position: Legal Officer	Employment Regime: Seconded	
Ref. Number: EK 20078 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/ Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/ Basic Prosecution Office Mitrovica	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Legal Officer reports through the respective Chain of Command to the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor).

Main Tasks and Responsibilities:

- To assist the EULEX KOSOVO Prosecutors in pre-trial, trial or appellate proceedings;
- To conduct legal research using multiple research sources and provide advice on the applicable law, international human rights principles and humanitarian law concerning cases of serious crimes;
- To assist the EULEX KOSOVO Prosecutor and Police with pre-trial analysis, legal assessment and organisation of evidence, including investigation documents such as medical, forensic, police, military, and investigation reports and witness statements;
- To prepare or assist in the preparation of legal submissions (including indictments, briefs, motions/responses/replies, correspondence, memoranda etc.) in the course of investigations and prosecutions;
- To liaise on behalf of the EULEX KOSOVO Prosecutor with the Police, Investigators, Registry, Judges, their Legal Officers and assist in fulfilling the Office of the Prosecutor's pre-trial obligations towards the Defence;
- To prepare or assist the EULEX KOSOVO Prosecutor in strategies to maximise the efficacy and economy of the presentation of evidence;
- To coordinate and supervise other support staff members, such as administrative assistants and interpreters/translators;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor).

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 the following field of expertise: Law
- At least 3 years of professional experience in the field of criminal law.

Desirable

- To have successfully passed the Bar Exam;
- 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.

Position: Deputy Chief Prosecutor of Special Prosecution Office	Employment Regime: Seconded	
Ref. Number: EK 20080 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Executive Division/ Special Prosecution Office	Security Clearance Level: EU SECRET or equivalence	Open to Contributing Third States: Yes

Reporting Line:

The Deputy Chief Prosecutor of Special Prosecution Office (SPRK) works under the Chief Prosecutor of Special Prosecution Office (SPRK) and reports to the Head of Executive Division and Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor) of the activities and performance of the EULEX KOSOVO Prosecutors in the Special Prosecution Office (SPRK).

Main Tasks and Responsibilities:

- Within his/her field of responsibility, to make operational and implement the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP) including;
- To direct, supervise and manage criminal investigations and prosecutions conducted by EULEX KOSOVO Prosecutors in the Special Prosecution Office (SPRK) against organised crime, war crimes, terrorism, hate-motivated crimes, high level corruption, and other related crimes, in accordance with the jurisdiction and competences of the Special Prosecution Office (SPRK), and in cooperation with the Chief Prosecutor of Special Prosecution Office (SPRK);
- To direct, supervise and manage the work of the EULEX KOSOVO Prosecutors in the Special Prosecution Office (SPRK) and to prioritise to its work in order to ensure delivery of the Mission mandate and tasks as set out in planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP);
- To direct, supervise and manage the internal organisation of EULEX KOSOVO Special Prosecutors in the Special Prosecution Office (SPRK) in order to direct and to supervise their performances and to ensure high quantitative and qualitative standards in the carrying out of their functions;
- To enhance mechanisms to ensure efficiency and effectiveness in handling of criminal cases and criminal investigations in cooperation with the Chief Prosecutor of Special Prosecution Office (SPRK), the local Courts and judiciary, Kosovo Police and other police and investigative agencies;
- Through the cooperation with local counterparts, to increase local capacities through the exchange of views and the sharing of best practices; this will include regular peer discussions with regard to all aspects of prosecutorial functions within his/her field of responsibility;
- To organise a permanent and consultative dialogue with relevant key stakeholders in order to develop a common and general policy on criminal investigations and prosecutions in consultation with the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor);
- To inform the Head of Executive Division and the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor), on prosecutions and the performance of the EULEX KOSOVO Prosecutors in the Special Prosecution Office (SPRK), (without infringing the autonomy of prosecutors in individual cases as established by Article 8.2 of Council Joint Action 2008/124/CFSP), as amended;
- To implement strategic policies for EULEX KOSOVO Prosecutors in the Special Prosecution Office (SPRK), in cooperation, with the Chief Prosecutor of Special Prosecution Office (SPRK), and in

consultation with the Head of Executive Division and the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor);

- To undertake any relevant requests and specific tasks as requested by the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor), if appropriate, in consultation with the Chief Prosecutor of the Special Prosecution Office (SPRK);
- To coordinate through the Office of the Head of Executive Division with the Head of the Executive Criminal Investigations Department and other units to ensure the most efficient use of resources in line with the Mission mandate and priorities.

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 14 years of relevant professional experience or legal practice, as a full-time prosecutor engaged in major crimes investigations and prosecutions and qualified to practice law in a recognised jurisdiction.

Specification of Education and Experience

- The above mentioned university degree must be in the following field of expertise: Law
- Significant experience as a senior public prosecutor engaged in major crimes investigations and prosecutions and in leading major crime prosecution offices/teams;
- An advanced degree in law with concentration on criminal law, international law or related studies;
- Excellent interpersonal and communication skills, both written and oral, in English;
- Strong leadership and excellent managerial track record;

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;
- Very good knowledge and/or experience in strategic management and/or public administration.

Position: President of EULEX KOSOVO Judges	Employment Regime: Seconded	
Ref. Number: EK 20090 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: Jun 2016
Division/Department/Unit: Executive Division/ EULEX KOSOVO Judges	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The President of EULEX KOSOVO Judges reports to Head of Executive Division.

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 the Mission executive mandate in form of adjudication;
- To direct and supervise the work of EULEX KOSOVO Judges, while fully respecting the independence of EULEX KOSOVO Judges in adjudicating individual cases;
- To chair the EULEX KOSOVO Judges;
- To facilitate and organise the EULEX KOSOVO Judges' efforts of drawing conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams and to consult when necessary with the Strengthening Division for consideration and follow up with the KJC;
- To participate in the selection of EULEX KOSOVO Judges and prosecutors as well as in case allocation and case selection, as member of the respective panels;
- To represent EULEX KOSOVO Judges in other bodies as foreseen in the applicable law;
- To participate in mixed panels with Kosovo judges in the adjudication of cases which fall under the competences of the Supreme Court;
- Through the work in mixed teams with local counterparts to build local capacities 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 consult regularly with the Head of the Executive Division on matters of common interest, namely on the Mission's priorities in accordance with the Mission's overall strategic objectives;
- To provide timely information to the Head of the Executive Division on possible security issues related to the handling of cases by EULEX KOSOVO Judges;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission and in particular Annex E of the OPLAN;
- To represent the Mission or EULEX KOSOVO Judges, as appropriate;
- To undertake any other related tasks as requested by the Head of the Executive Division.

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 educational requirements, a minimum of 11 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in the following field of expertise: Law;
- At least 10 years of professional experience as judge, preferably also in higher/appeals courts;
- Extended experience in court management;
- Strong managerial track record.

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;
- Very good knowledge and/or experience in strategic management and/or public administration.

Position: Legal Officer at the Supreme Court/ Appellate Court	Employment Regime: Seconded	
Ref. Number: EK 20097 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/ EULEX KOSOVO Judges/Supreme Court/Appellate Court	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Legal Officer at the Supreme Court/Appellate Court reports to the EULEX KOSOVO Supreme Court/Appellate Court Judges.

Main Tasks and Responsibilities:

- To support EULEX KOSOVO Judges in their contribution to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Supreme Court/Appellate Court;
- To support EULEX KOSOVO Judges assigned to the Supreme Court/Appellate Court of Kosovo in legal remedy proceedings in criminal and/or civil cases;
- To analyse criminal and/or civil cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law to EULEX KOSOVO Judges, based on thorough legal research;
- To draft and process court documents, decisions, responses to motions and complaints, orders, summons, correspondence, memoranda, reports and other documents as required;
- To prepare Supreme Court/Appellate Court sessions and hearings in criminal procedures, organise court recorders and interpreters, attend Supreme Court sessions and hearings, participate in deliberations;
- To handle original court files, ensure that case files are well-organised and multilingual at all times;
- To liaise with different legal units and institutions, such as the Office of the Public Prosecutor, Detention Centres and Prisons, Police Operations, Escort Units, Penal Management, Kosovo Property Agency etc., contact point for parties;
- To undertake any other related tasks as requested by the EULEX KOSOVO Supreme Court/Appellate Court Judges.

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 the following field of expertise: Law;
- At least 4 years of professional experience in criminal or civil law;
- Experience in drafting decisions in criminal or civil proceedings.

Desirable

- Knowledge of property and housing law;
- Experience with mass claims processes or property restitution;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with international organisations and in an international court.

Position: Legal Officer at Mobile Unit for Basic Court Level	Employment Regime: Seconded	
Ref. Number: EK 20101 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/ EULEX KOSOVO Judges/ Mobile Unit for Basic Court level	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Legal Officer at Mobile Unit for Basic Court Level reports to EULEX KOSOVO Judges at the Mobile Unit for Basic Court Level.

Main Tasks and Responsibilities:

- To support EULEX KOSOVO Judges in their contribution to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Mobile Unit for Basic Court Level;
- To support EULEX KOSOVO Judges assigned at the Mobile Unit for Basic Court Level in pre-trial, trial or appeal proceedings;
- To analyse complex cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law concerning cases of serious crimes or civil law cases to EULEX KOSOVO Judges, based on thorough legal research;
- To assist the EULEX KOSOVO Judges with legal assessment and evaluation of evidence, review, analyse and advise on all court and investigation documents;
- To prepare or assist with the preparation of legal submissions, including legal opinions, briefs, memoranda, decisions, orders, verdicts and other legal documents, and if working with EULEX KOSOVO Judges in Criminal Law, to also assist with the preparation of summons, arrest warrants, motions, and responses to motions;
- To participate, advise and assist the EULEX KOSOVO Judges in hearings, trials and processing of evidence and documents submitted during the trial;
- To coordinate and supervise other court support staff members, such as administrative assistants, court recorder and interpreters/translators;
- To liaise on behalf of the EULEX KOSOVO Judge with (a) the Police, Prosecutors, their Legal Officers, Registry and Defence (Criminal Law) or (b) the Parties and Registry (Civil Law);
- To undertake any other related tasks as requested by the EULEX KOSOVO Judges at the Mobile Unit for Basic Court Level.

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 the following field of expertise: Law;
- At least 4 years of professional experience in the field of criminal and/or civil law;
- Experience in the field of drafting decisions in criminal and/or civil cases.

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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- International experience, particularly in crisis areas with international organisations and in an international court;
- Very good interpersonal and communication skills, both written and oral.

Position: Head of EU Office for Criminal Intelligence	Employment Regime: Seconded	
Ref. Number: EK 20120 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: Jun 2016
Division/Department/Unit: Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Head of EU Office for Criminal Intelligence reports to the Head of Executive Criminal Investigations Department.

Main Tasks and Responsibilities:

- To direct and supervise the work of the EU Office for Criminal Intelligence (EUOCI);
- To ensure the energy of the EUOCI and its various sections is directed in the most effective and efficient manner towards the aims and objectives of the Office;
- To ensure the internal procedures and policies are followed by all EUOCI staff members;
- To be responsible to the Head of Executive Criminal Investigations Department for the overall management and operation of the EUOCI;
- To ensure that the various sections within the EUOCI operate in the most effective and efficient manner;
- To manage staff members within the EUOCI;
- To ensure correct policy is adopted in respect of intelligence gathering, collation, analysing and storage of intelligence and that quality packages are disseminated to the appropriate law enforcement agencies;
- To be responsible for drafting the EUOCI policies;
- To ensure the Office provides a dynamic intelligence service;
- To ensure the overall responsibility for any budget allocated to the Office;
- To monitor and evaluate the quality of service being provided by the EUOCI;
- To undertake any other related tasks as requested by the Head of Executive Criminal Investigations Department.

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 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: Police Sciences, Law or other related university studies;
- At least 10 years of experience in a managerial position at a command level of leading intelligence; led pro-active policing operations involving undercover policing, test purchasing of illicit commodities, interception of communications, covert entry and all technical surveillance methods;
- Indicative rank: Captain or equivalent.

Desirable

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Experience in criminal intelligence;
- 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;
- Knowledge of Albanian and/or Serbian language.

Position: EU Office for Criminal Intelligence Analyst	Employment Regime: Seconded	
Ref. Number: EK 20123 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The EU Office for Criminal Intelligence Analyst reports to the Head 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 Head 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 20125 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/Executive Criminal Investigations Department/ EU Office for Criminal Intelligence	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 Head 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 Officers;
- 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 Head 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 20135 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: Jun 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: Serious Crime Investigation Officer (Organised Crime Investigation Unit)	Employment Regime: Seconded	
Ref. Number: EK 20137 Confirmed Vacancies: 8 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: 1 ASAP, 2 in Jun 2016, 6 in Jul 2016
Component/Department/Unit: Executive Division/ Executive Criminal Investigations Department/ Organised Crime Investigation Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Serious Crime Investigation Officer will report to the Chief of Organised Crime Investigation Unit (OCIU).

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 conduct crime investigations and intelligence gathering throughout Kosovo;
- To interview witnesses and suspects, develop investigation strategies and carry out arrest/search operations, under the supervision of prosecutors;
- To attend crime scenes, exhumations and other locations day or night to gather evidence effectively;
- To be flexible resource in a multi-disciplinary team prepared to work in a variety of roles to ensure a successful law enforcement outcome;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To be willing to work in Pristina and/or Mitrovica;
- To undertake any other related tasks as requested by the Chief of OCIU.

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 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 Enforcement, Law, Police Science or other related fields;
- At least 5 years of relevant and proven fulltime professional experience on serious, criminal investigations;
- Knowledge in intelligence handling and covert measures.

Desirable

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of working practices in intelligence systems or organisations such as Interpol, Europol;
- Very good interpersonal and communication skills, both written and oral;
- Specialist investigative experience such as financial crime, telecommunications interception, computer forensic examination, intelligence gathering or other skills useful in the investigation of serious and complex crime investigations;
- Experience in investigating organised crime;
- Driving licence of category C.

Position: Chief of Planning, Operations and Training Cell, (SPD)	Employment Regime: Seconded	
Ref. Number: EK 20143 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Executive Division/ Special Police Department/ Planning Operations and Training Cell	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Chief of Planning Operations and Training Cell (Special Police Department), reports to Chief of Staff (Special Police Department).

Main Tasks and Responsibilities:

- To direct and supervise the daily work of the Planning Operations and Training Cell (POTC);
- To manage and coordinate the duties of POTC before, during and after special operations;
- To manage and coordinate actions between all SPD Units and other units/departments/divisions/organisations;
- To manage and coordinate both long term and urgent planning of all POTC activities;
- To manage all training activities of the Special Police Department;
- To prepare, chair and take part in briefings about operations and trainings with other units/departments/divisions/organisations;
- To gather, review, evaluate and elaborate operational orders and forward through the chain of command;
- To write orders about operative problem solving;
- To keep all the ordinary publications listed in a provided load-register;
- To take care of permanent or temporary allocation of above mentioned publications to requesting offices;
- To undertake any other related tasks as requested by the Chief of Staff (Special Police 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 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:
Law Enforcement, Police Science or other related fields;
- Senior Law Enforcement Officer;
- At least 10 years of progressive professional experience in police service;
- Previous working experiences in the area of Operations.

Desirable

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations is desirable;
- Previous experiences in the information gathering working area;
- Driving license of category C.

Position: SWAT Team Leader	Employment Regime: Seconded	
Ref. Number: EK 20153 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Executive Division / Special Police Department/Intervention Group/SWAT Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The SWAT Team Leader reports to the Head of Supplementary Police Unit (SPU).

Main Tasks and Responsibilities:

- To direct and supervise all the mission's SWAT Team aspects under the direction of the SPU and/or SPD Heads; To provide advice to both SPU and SPD Heads in SWAT and special police operations related matters;
- To be responsible for operation plans and preparation;
- To command SWAT Team elements in SWAT Team and Special Police Operations;
- To supervise the work of all SWAT Team elements and ensure that planning and execution of operations are adequate;
- To ensure a correct management of SWAT Team staff, training activities, operations and EULEX KOSOVO mission absence policy according to operational needs;
- To remain in good physical shape and well trained in order to keep a high level of preparation at any time regarding readiness to operate on high risk situations;
- To aid in the development of SWAT Team policies and procedures ensuring they are followed and updated or amended when necessary;
- To provide comprehensive procedural documents with respect to SWAT Team activities;
- To maintain a high operational effectiveness of SWAT Team members;
- To organise and conduct regular inspection of all SWAT Team equipment, its maintenance and replacement;
- To coordinate SWAT Team /Special Police Operations with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To ensure the requirement of staff discipline and behaviour are adhered to;
- To undertake any other related tasks as requested by the Head of Supplementary Police Unit.

Mission Specific

- Authorised to carry and issued a personal weapon;

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 8 years of relevant professional experience.

Specification of Education and Experience

- At least 5 years of experience working on Special Police Operations in a full time Hostage Rescue and SWAT Unit;
- Indicative rank: Captain or equivalent;
- To possess a past experience of SWAT Team management with demonstrated ability in providing effective operational planning and in the development of Intervention procedures.

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;
- Very good interpersonal and communication skills, both written and oral;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Driving license of category C;
- Knowledge of Albanian and/or Serbian language;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: SWAT Operator	Employment Regime: Seconded	
Ref. Number: EK 20154 Confirmed Vacancies: 8 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 6 ASAP, 1 in Jul 2016, 1 in Aug 2016
Component/Department/Unit: Executive Division/ Special Police Department / Intervention Group/SWAT Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The SWAT Operator reports to SWAT Team Leader.

Main Tasks and Responsibilities:

- To be responsible for all the tasks dedicated to SWAT Team under the supervision of a SWAT Team Leader;
- To remain in good physical shape and well trained in order to keep a high level of preparation at any time regarding readiness to operate on high risk situations;
- To be able to assess a situation under stress pressure and to react accordingly always respecting prescribed laws and regulations;
- To develop guidelines, procedures for the Mission regarding intervention units tasks;
- To behave in a professional way at all times keeping in mind the aim of the Mission, security of persons and human dignity with adapted manners to an international Mission working in a multicultural environment;
- To perform general policing tasks including visibility patrolling;
- To support and assist the Executive Criminal Investigation Department in investigations;
- To ensure security and assist with the evacuation/extraction of EULEX KOSOVO personnel when needed;
- To perform search and seizure operations and arrests, independently or in joint operations with Kosovo Police and/or KFOR;
- To undertake any other related task as requested by the SWAT Team Leader.

Mission Specific

- Authorised to carry and issued a personal weapon.

Education and Experience:

Essential

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

Specification of Education and Experience

- At least 5 years of experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit;
- Strong experience on high risk arrests.

Desirable

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of category C;
- Very good interpersonal and communication skills, both written and oral;
- Operational experience as a Marksman;
- Operational experience as a Breacher Specialist;
- Operational experience as a Medic;
- Operational experience as Officer for Technical Support.

Position: Chief of Border/Boundary Unit North	Employment Regime: Seconded	
Ref. Number: EK 20160 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Executive Division/Special Police Department / Border/Boundary Unit North	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Border/Boundary Unit North reports to the Head of the Special Police Department.

Main Tasks and Responsibilities:

- To direct and supervise the work of the Border/Boundary Unit North.
- To operationalise 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 manage, prioritise and direct the work of Border/Boundary Unit North 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 be the primary focal point for all border police or customs related issues within the Unit;
- To ensure planning, conduct and evaluation in relation to the smooth running of Gate 1 and 31 in executive mode;
- To manage the efficient use of the mobile capacity;
- To ensure timely and accurate 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 Unit and to issue clear instructions on the operational level to the Unit;
- To ensure close coordination with the Head of the Advisory Unit on Border Matters to ensure that the rules to be applied in the north through the Mission's executive work are in line with IBM principles;
- To undertake any other related tasks as requested by the Head of the Special Police Department.

Mission Specific

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

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 or/and Customs education.
- AND
- After having fulfilled the education requirements, a minimum of 11 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: Police Sciences, Social Sciences, Law or Business Administration;
- Indicative rank: Captain or equivalent;
- Professional experience with border police issues, including on the operational level and experience in a management position within a European Union Police or Customs Administration;
- Proven effective and extensive border police experience at middle and upper management at a strategic level;
- Good understanding of integrated border management and some understanding of customs related issues.

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;
- Very good interpersonal and communication skills, both written and oral;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of Serbian language;
- Basic knowledge regarding customs issues.

Position: Border Police Officer	Employment Regime: Seconded	
Ref. Number: EK 20162 Confirmed Vacancies: 3 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 2 ASAP, 1 in Jul 2016
Component/Department/Unit: Executive Division/Special Police Department/Border/Boundary Unit North/Gates1/31/Mobile Capacity	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Border Police Officer reports to the Head of Border and Boundary Unit North.

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), by executing border police control at the border and boundary Gates on a 24/7 basis and in a mobile capacity;
- To undertake border police checks on trains, vehicles and persons;
- To conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- 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 Head of Border/Boundary Unit north.

Mission Specific

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

Education and Experience:

Essential

- A level of secondary education attested by a diploma and Police Training;
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience as a Border Police officer.

Specification of Education and Experience

- At least 5 years of relevant and proven full-time police experience as a Border Police officer;
- Experience in international law enforcement operations in the area of border policing.

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;
- 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 particular CSDP Missions;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Serbian language.

Position: Deputy Head of Strengthening Division	Employment Regime: Seconded	
Ref. Number: EK 20171 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: Jun 2016
Division/Department/Unit: Strengthening Division	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Deputy Head of Strengthening Division reports to the Head of Strengthening Division.

Main Tasks and Responsibilities:

- To advise and support the Head of Strengthening Division in the management of the Strengthening Division;
- To support the Head of Division in operationalising – 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 Head of Division in directing and supervising the work of organisational units within the Strengthening Division and 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 support the Head of Division in ensuring compliance with instructions by the Mission management within the Division and to issue clear instructions on the operational level to the Division;
- To support the Head of Division in guiding the Division’s work 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 this end, to support the Head of Division in driving proactively the implementation of the MIP in his/her division and 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;
 - 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 support the Head of Division in guiding the Division’s efforts in the area of horizontal cross-division and cross-departmental cooperation and coordination;
 - To support the Head of Division in managing the efficient use of the mobile team in assessing compliance of local institutions with advice given on the strategic level;
 - To support the Head of Division in reporting, in case of non-compliance, to the chain of command with recommendations;
 - To support the Head of Division in ensuring coordination on the operational level with the Head of the Executive Division;
 - To support the Head of Division in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
 - To support the Head of Division in representing the Mission, as appropriate;

- To undertake any other related tasks as required by the Head of 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.
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;
- Proven effective and extensive experience at middle and upper management at a strategic level;
- Strong managerial track record, including in change management;
- Track record of senior positions in the field of rule of law or independent rule of law institutions;
- 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;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Kosovo Prosecutorial Council Advisor	Employment Regime: Seconded	Post Category:
Ref. Number: EK 20185 Confirmed vacancies: 2 Pending vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
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 organs of the Kosovo Prosecutorial Council (KPC) 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 in the 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 5 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;
- Experience in prosecutorial work;
- Experience in an advisory function to local institutions on prosecutorial matters;
- 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Knowledge of Albanian and/or Serbian language.

Position: Anti-corruption Advisor	Employment Regime: Seconded	
Ref. Number: EK 20186 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/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 Anti-corruption 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's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) the Anti-corruption Agency (ACA), as well as other agencies and institutions playing a role in defining and implementing anti-corruption agenda of Kosovo;
- 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 ACA (and other relevant institutions) with regard to the best fulfilment of their tasks and competencies, i.e. ensuring the proper investigation of alleged misconduct of civil servants and other staff, including presenting the evidence in the hearings in front of the relevant disciplinary bodies;
- To support and advance the activities of the Anti-corruption Agency and other relevant institutions related to the anti-corruption activities of the Kosovo authorities and to the agenda of the Kosovo EU accession process;
- To coordinate closely with other relevant EULEX KOSOVO organisational units;
- To monitor and analyse quality of investigations and acts, the consistency of sanctioning policy of the disciplinary bodies and the effects of the imposed disciplinary measures within the civil service of Kosovo;
- To monitor the process of fulfilment of obligations of relevant public officials foreseen in the legislation on declaration, origin and control of the property of senior public officials and declaration, origin and control of gifts and the Law on preventing conflict of interests in exercising public function;
- 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 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 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, Public Administration, Political Science or other related university studies;
- At least 3 years of professional experience in the field of anti-corruption;
- Experience in an international advisory function to local institutions on anti-corruption;
- Very good interpersonal and communication skills, both written and oral.

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;
- Experience working as a judge or prosecutor will be an asset;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language

Position: Advisor to Deputy Director General Operations	Employment Regime: Seconded	
Ref. Number: EK 20220 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: Jun 2016
Component/Department/Unit: Strengthening Division/Police Strengthening Department/Kosovo Police Main HQ	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Advisor to Deputy Director General Operations reports to the Head of Police Strengthening Department.

Main Tasks and Responsibilities:

- To act as direct counterpart to the Kosovo Police Deputy Director General of Operation;
- To act as the Head of the Police Strengthening Department as needed;
- To contribute, on the strategic 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 senior management of Kosovo Police;
- 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 general policing issues in line with Mission mandate/MIP and priorities;
- To provide technical and constructive operational and strategic advice, and to support, mentor and monitor KP leadership in relation to initiating pro-active and re-active approach in the field of general policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities;
- To act as the representative of the Head of the Strengthening Department for contacts with senior government officials of the Ministry of Interior, police officials and other officials dealing with police issues, and articulate the Mission policy on police matters to above mentioned officials within his area of responsibility as needed;
- To assist in leading the process in the formation and coordination of the strategic policy of the Department;
- To assists to formulate and coordinate the Department’s cooperation with other Mission Divisions/Departments as well as with international and local counterparts;
- To assist and advise the Head of the Police Strengthening Department on all issues with reference to his field of responsibility;
- To represent the Police Strengthening Department internally and externally, as needed;
- To undertake any other related tasks as requested by the Head of Police Strengthening Department.

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;
- Senior Law Enforcement Officer;
- At least 8 years of experience at a strategic command level with broad professional experience in all aspects of Police management, including operations;
- Excellent negotiation and problem-solving skills;
- Very good personal and communications skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

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;
- Driving license of category C;
- Knowledge of Albanian and/or Serbian language.

Position: Advisor to Assistant Deputy Director General Investigations	Employment Regime: Seconded	
Ref. Number: EK 20221 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Strengthening Division/ Police Strengthening Department/Kosovo Police Main HQ	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Advisor to Assistant Deputy Director General 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), 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;
- 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 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: LTC, Superintendent, or equivalent;
- 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: Mobile Advisor	Employment Regime: Seconded	
Ref. Number: EK 20223 Confirmed Vacancies: 9 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 8 ASAP, 1 in Jul 2016
Component/Department/Unit: Police Strengthening Department/ Kosovo Police Main HQ	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Mobile Advisor reports to the Advisor to Deputy Director General Operations.

Main Tasks and Responsibilities:

- To work as a Mobile Advisor travelling within the area of operations to advise on or review current Kosovo Police (KP) procedures and providing advice and direction to KP;
- 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 Advisor to 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.
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;
- 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;
- Authorised to carry and issued a personal weapon;
- Very good knowledge and/or experience in strategic management;
- Very good interpersonal and communication skills, both written and oral;
- Driving license of category C;
- Knowledge of Albanian and/or Serbian language.

Position: Chief Regional Advisor	Employment Regime: Seconded	
Ref. Number: EK 20228 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Strengthening Division/ Police Strengthening Department/ KP North Regional Directorate	Security Clearance Level: EU CONFIDENTIAL of equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Chief Regional Advisor reports to the Head of Police Strengthening Department.

Main Tasks and Responsibilities:

- To deliver the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Regional Commander;
- 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 Advisors 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 Head of the Police Strengthening Department;
- 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 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 Head of Police Strengthening Department.

Mission Specific

- Driving license of category C;
- Staff member is expected to live in the north.

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.

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;
- At least 5 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

- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorised to carry and issued a personal weapon.

Position: Regional Advisor to Deputy Regional Commander	Employment Regime: Seconded	
Ref. Number: EK 20229 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Strengthening Division/ Police Strengthening Department/KP North Regional Directorate	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To support the Chief Regional Advisor in the delivery of the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Deputy Regional Commander;
- +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) at Regional Command level in the north;
- 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 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 Command level in the north regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- 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 liaise with relevant international stakeholders operating in the region at the appropriate level;
- As required, advise and mentor local counterparts in a structured manner in line with the Mission’s planning documents;
- 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 Chief Regional Advisor.

Mission Specific

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

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.

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;
- Proven experience at a regional command level or equivalent within a policing organisation;
- At least 6 years of extensive operational police experience within the required field of specialisation;
- Ability to perform under stress and in difficult circumstances.

Desirable

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

Position: Station Advisor	Employment Regime: Seconded	
Ref. Number: EK 20233 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Jul 2016
Component/Department/Unit: Strengthening Division/Police Strengthening Department/ KP North Regional Directorate	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Station Advisor reports to the Chief Regional Advisor.

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) at police station level in the north;
- 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 “on spot” performance statistics that relate to Kosovo’s criminal justice system, as part of the Mission’s benchmarking processes covering all of Kosovo;
- To liaise with relevant international stakeholders operating in the region at the appropriate level;
- As required, advise and mentor local counterparts in a structured manner in line with the Mission’s planning documents;
- 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 Chief Regional Advisor.

Mission Specific

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

Education and Experience:

Essential

- 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

- At least 6 years of extensive operational police experience within the required field of specialisation.

Desirable

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

Position: Close Protection Team Leader	Employment Regime: Seconded	
Ref. Number: EK 20324 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Jul 2016
Division/Department/Unit: Security and Safety Department (SSD)/ Close Protection Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Close Protection Team Leader (SSD) 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 Team (CPT);
- 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 aid in the development of CPT policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out daily administration and operational planning for the CPT;
- To assist in the oversight of all CPT staff, providing instructions, support and assistance as required;
- To provide comprehensive procedural documents with respect to CPT 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 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.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security, Emergency Management or other related field;
- At least 5 years of close protection experience;
- Demonstrated ability in providing effective operational planning for a CPT;
- 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 (SSD)	Employment Regime: Seconded	
Ref. Number: EK 20326 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 1 in Jul 2016, 1 in Aug 2016
Component/Department/Unit: Office of the Chief of Staff/Security and Safety Department (SSD)/ Close Protection Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Close Protection Operator (SSD) reports to the Close Protection Team Leader or Close Protection Deputy Team Leader (SSD).

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 Close Protection Team Leader or Close Protection Deputy Team Leader (SSD).

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: Operations Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Management Level (MSML)
Ref. Number: EK 20026 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: Jul 2016
Component/Department/Unit: Office of the Chief of Staff	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: Project Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: EK 20032 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Office of the Chief of Staff	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Project Officer reports to the Chief of Staff.

Main Tasks and Responsibilities:

- To assist the Chief of Staff in the Office’s contribution at the policy level to the Mission’s efforts on mandate implementation in line with the CONOPS and OPLAN and the Mission Implementation Plan (MIP);
- To advise the Chief of Staff in supporting the discharge of the Mission mandate, including through the identification, planning, co-ordination and implementation of projects benefiting Kosovo authorities in the Rule of Law sector;
- To closely monitor all phases of the identified projects, and ensure the achievement of foreseen goals;
- To coordinate, as appropriate, with all the relevant divisions to ensure timely implementation of project activities, and to closely liaise with the Planning, Coordination and Compliance Office;
- To facilitate practical cooperation and exchange of information, between the Mission and Kosovo authorities, the EUSR/EU Office in Kosovo and other international stakeholders where relevant;
- To undertake any other related tasks as required 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 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, Human Resources, Business/Public Administration or other related university studies;
- Professional experience in all phases of Project Cycle Management;
- Very good interpersonal and communication skills, both written and oral;
- Report writing skills;
- Experienced in project management software as well as excel;

- Proven experience in evaluation and compliance procedures.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Budget management experience;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in an CSDP operation;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Sound understanding of and proven experience in rule of law procedures, development and institution building;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Position Name: Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 20077 Confirmed Vacancies: 3 Pending Vacancies: 2	Location: Western Balkans Region (Kosovo)	Availability: 3 ASAP, 2 in Jun 2016
Component/Department/Unit: Executive Division/ Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/Basic Prosecution Office Mitrovica	Security Clearance Level: No Personnel Security Clearance is needed.	Open to Contributing Third States: Yes

Reporting Line:

The Prosecutor reports to the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor).

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 the investigation and prosecution of cases falling within the Mission's executive mandate, in the Kosovo prosecution office to which they are assigned;
- To build Kosovo capacities in his/her field of expertise through the cooperation with Kosovo counterparts, especially in mixed teams, and in the form of peer-to-peer cooperation by exchanging views and sharing best European practices, on an individual basis as well as with regards to all aspects of prosecutorial functions;
- 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 Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor).

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 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 5 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in the following field of expertise: Law;
- At least 5 years of experience as full-time prosecutor acting in criminal cases;
- Readiness to travel;
- Flexibility and ability to work in a team;
- Very good interpersonal and communication skills, both written and oral.

Desirable

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

Position: Forensic Doctor	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 20086 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/Office of Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ Department of Forensic Medicine	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Forensic Doctor reports to the Deputy Head of Department of Forensic Medicine.

Main Tasks and Responsibilities:

- To mentor and train on the job local forensic doctors with medico-legal investigations of death and clinical forensic examinations as required by the Kosovo judicial system;
- Ensure that services provided by local forensic medicine staff are up to European standards;
- To mentor and train on the job the work of the local medical death investigators and the local forensic nurses;
- To perform medico-legal investigations of death and clinical forensics whenever required (sensitive cases, cases under International Prosecutors, ICTY cases);
- To give expert medical advice where pertinent to forensic investigation;
- To give evidence in court on findings of the autopsies and other examinations;
- To intervene when necessary;
- To advise the Co-Head of Department of Forensic Medicine on relevant issues;
- To give expert testimony evidence in court;
- To undertake any other related tasks as requested by the Deputy Head of Department of Forensic Medicine.

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 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: Medic, specialisation in Forensic Medicine;
- Extensive hands-on experience and knowledge of death investigations, including autopsy and other forensic examinations.

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;
- Very good interpersonal and communication skills, both written and oral in English;
- Ability to perform under stress and in difficult circumstances;
- Experience of teaching/training others in forensic and medical subjects;
- Ability to explain complex scientific concepts to a wide audience;
- Driving license of category C.

Position: Forensic Archaeologist	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 20089 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Executive Division/ Office of Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor) /Department of Forensic Medicine	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Forensic Archaeologist reports to the Deputy Head of Department of Forensic Medicine.

Main Tasks and Responsibilities:

- To construct search strategies and perform site assessments;
- To plan operational and logistical aspects of excavations ;
- To direct and perform excavations and exhumations;
- To write reports/witness statements to international archaeological standards;
- To work closely with the Exhumations Coordinator with the analysis of data pertaining to Missing Persons cases with the aim of creating new leads;
- To compile reports of possible new sites of forensic interest;
- To plan for and train on the job local colleagues in the subject of forensic archaeology and related fields;
- To assist in the mortuary operation whenever required;
- To give expert testimony evidence in court;
- To undertake any other related tasks as requested by the Deputy Head of Department of Forensic Medicine.

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 5 years of relevant professional experience in operational forensic archaeology in the field of Missing Persons.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Archaeology, Bio-archaeology, Forensic Archaeology;
- Experience in field forensic archaeological techniques including surveying, sketching and probing;
- Experience in the recording and recovery of human remains;
- Acquainted with the forensic work carried out by international, multidisciplinary teams;
- Working knowledge of human osteology;

- Demonstrable knowledge of applied archaeological methodologies and techniques for searching for burials, including the analysis and interpretation of extensive volumes of data.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- 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;
- Very good interpersonal and communication skills, both written and oral in English;
- Ability to perform under stress and in difficult circumstances;
- Driving license of category C;
- Good knowledge of data management.

Position: IT Officer (Network/Servers)	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: EK 20301 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Technical Services/Information Technology and Software Development Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The IT Officer (Network/Servers) reports to the Chief Information Technology and Software Development Unit.

Main Tasks and Responsibilities:

- To assist, plan, analyse, design, program and implement Information Technology (IT) projects and applicable IT policies, technical reports, operating instructions, guidelines and procedures and to assist in formulation of security and contingency policy for the organisational IT structure;
- To manage IT equipment, servers, network and software applications with respect to installation, systems support, security and maintenance, to ensure the operation of the Mission's local/wide area network through an adequate preventive maintenance program and to coordinate standardisation of computer hardware and software with the centre of the Mission and field structures;
- To conduct research, analysis and evaluation of new technologies and make recommendations for their deployment, as well as handling all aspects of contract administration, including collaboration with the Mission's Procurement Unit in order to establish service level agreements or framework contracts with vendors;
- To develop detailed systems specifications, functional specifications and user documentation for major systems;
- To implement appropriate security mechanisms in order to protect the Mission's network from all kinds of electronic threats that would compromise the Mission's network and infrastructure;
- To originate requisitions for equipment, spare parts and supplies and maintain the appropriate budget control and accountability for IT spending;
- To select and evaluate cost-effective solutions for IT hardware and software according to the Mission's requirements;
- To maintain an adequate number of computer equipment and spares;
- To organise repair and replacement as necessary;
- To organise the prompt delivery of technical services by assigning the available technical resources, including providing Office Automation as help desk support, standardisation, preparation and maintenance of applications;
- To seek out user information and their training needs and to arrange training for users and IT staff with regards to the Mission's standard hard- and software, while at the same time keeping up to date with new technologies and standards;
- To design, implement and maintain local/wide area networks, providing network, email, internet use, security and backup of Mission data;

- To support systems for procurement, personnel management, finance control, assets control, pass and ID systems and databases for the entire Mission area;
- To identify needs for goods and/or services specifically required for IT, 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 undertake any other related tasks as requested by the Chief Information Technology and Software Development 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.
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: Information Technology or IT Engineering, or other related university studies;
- At least 5 years of progressively responsible experience in IT management and design, development and implementation of complex IT systems. Good knowledge in supplies ordering/acquisition and procurement procedures;
- Advanced knowledge of Microsoft Server and Operating Systems technologies, Cisco network devices and IOS;
- Advanced knowledge of Microsoft Exchange Server 2007;
- Substantial knowledge of IT equipment specifications and performances, such as servers, network devices and IT standards;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
- Effective project management skills.

Desirable

- Certifications in Microsoft Server and Operating Systems technologies, Cisco network devices and IOS;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

