

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) Corrigendum to the 2-2015 Call for Contributions</b>						
<b>Organisation:</b>	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
<b>Job Location:</b>	Western Balkans Region (Kosovo)					
<b>Employment Regime:</b>	Seconded/Contracted					
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Pending:</b>	<b>Confirmed Vacancies:</b>	<b>Total Vacancies:</b>	<b>Availability:</b>
	<b><u>Seconded/Contracted</u></b>					
	EK 20010	Special Assistant to the Deputy Head of Mission	0	1	1	Oct 2015
	EK 20025	Chief of Staff	0	1	1	ASAP
	EK 20026	Operations Officer	0	1	1	Sep 2015
	EK 20047	Evaluation/Programme Officer	0	1	1	Sep 2015
	EK 20048	Programme Manager (Division Level)	0	1	1	Sep 2015
	EK 20051	Political Advisor/Reporting Officer	0	2	2	1 in Sep 2015 1 in Jan 2016
	EK 20055	Head of Human Rights and Legal Office	0	1	1	Sep 2015
	EK 20059	Legal Officer for Administration Issues	1	0	1	Sep 2015
	EK 20060	Human Rights Officer	0	1	1	Sep 2015
	EK 20063	Press and Public Information Officer	0	1	1	Oct 2015

	EK 20076	Special Assistant to the Deputy Head of Executive Division (Chief EULEX Prosecutor)	1	0	1	Sep 2015
	EK 20077	Prosecutor	2	2	4	2 in Sep 2015 1 in Nov 2015 1 in Jan 2016
	EK 20078	Legal Officer	0	1	1	Oct 2015
	EK 20086	Forensic Doctor	0	1	1	Sep 2015
	EK 20096	Criminal Judge at the Supreme Court/Appellate Court	0	2	2	Sep 2015
	EK 20097	Legal Officer at the Supreme Court/Appellate Court	0	1	1	Dec 2015
	EK 20098	Criminal Judge at Mitrovica Basic Court Level	0	1	1	Sep 2015
	EK 20100	Criminal Judge at Mobile Unit for Basic Court Level	0	1	1	Sep 2015
	EK 20101	Legal Officer at Mobile Unit for Basic Court Level	1	0	1	Sep 2015
	EK 20102	Appeals Judge for Kosovo Property Agency (KPA) Appeals	1	0	1	Sep 2015
	EK 20163	Customs Officer	0	1	1	Jan 2016
	EK 20185	Kosovo Prosecutorial Council Advisor	0	1	1	Sep 2015
	EK 20187	Mobile Monitor	0	3	3	Sep 2015
	EK 20268	Human Resources Officer (HR Planning and Recruitment)	0	1	1	Sep 2015
	EK 20301	IT Officer (Network/Servers)	0	2	2	Sep 2015
	EK 20305	Chief Registry and Archives Unit	0	1	1	Sep 2015
	EK 20327	Team Leader (Mission Security OfficerTeam)	0	1	1	Sep 2015

	EK 20329	Mission Security Officer	0	1	1	Sep 2015
	EK 20331	Security Information Analyst	0	2	2	1 in Sep 2015 1 in Jan 2016
	EK 20335	Mission Security Officer/Team Leader	0	1	1	Sep 2015
	EK 20405	Diplomatic Operations Officer	0	1	1	Sep 2015
	EK 20407	Finance and Accounting Officer	0	1	1	Sep 2015
	EK 20415	Prosecutor	0	1	1	Sep 2015
	EK 20420	Legal Officer - Prosecutorial Operations	1	0	1	Sep 2015
	EK 20426	War Crimes Investigator	1	0	1	Sep 2015
	EK 20428	Head of Administration	0	1	1	Sep 2015
	EK 21014	Security Expert	0	1	1	Sep 2015
	EK 21019	Administration Expert	0	1	1	ASAP
	EK 21020	Budget and Finance Expert	0	1	1	ASAP
	EK 21021	Special Assistant to the Head of Planning Team	0	1	1	ASAP
	EK 21022	IT Assistant	0	1	1	ASAP
<b><u>Seconded</u></b>						
	EK 20003	Special Advisor to the Head of Mission	0	1	1	Sep 2015
	EK 20012	Operational Officer to the Deputy Head of Mission	0	1	1	Jan 2016
	EK 20016	Chief of Internal Investigations Unit	0	1	1	Jan 2016
	EK 20017	Internal Investigations Officer	0	1	1	Oct 2015
	EK 20036	Joint Operations Room Shift Leader	0	1	1	Oct 2015
	EK 20038	Joint Operations Room Police Operator	0	1	1	Nov 2015

	EK 20056	Deputy Head of Human Rights and Legal Office	1	0	1	Jan 2016
	EK 20110	Deputy Head of Executive Division (Head of Executive Police)	0	1	1	Sep 2015
	EK 20113	Special Assistant to Deputy Head of Executive Division (Head of Executive Police)	0	1	1	Oct 2015
	EK 20121	Informant Handler	1	0	1	Sep 2015
	EK 20122	Special Liaison Intelligence Officer	0	1	1	Jan 2016
	EK 20125	EU Office for Criminal Intelligence Desk Officer/ Office Manager	0	2	2	1 in Nov 2015 1 in Jan 2016
	EK 20128	Regional Criminal Intelligence Officer	0	2	2	Oct 2015
	EK 20131	Operations Officer of International Police Cooperation Unit	0	1	1	Nov 2015
	EK 20137	Serious Crime Investigation Officer (Organized Crime Investigation Unit)	0	5	5	2 in Sep 2015 1 in Oct 2015 2 in Nov 2015
	EK 20138	Serious Crime Investigation Officer (War Crime Investigation Unit)	0	1	1	Jan 2016
	EK 20141	Chief of Staff, SPD	0	1	1	Oct 2015
	EK 20145	Planning, Operations and Training Officer - Training	0	1	1	Sep 2015
	EK 20151	Supplementary Police Unit Team Leader	0	1	1	Oct 2015
	EK 20154	SWAT Operator	0	8	8	3 in Sep 2015 3 in Oct 2015 2 in Jan 2016
	EK 20162	Border Police Officer	0	3	3	1 in Oct 2015 2 in Dec 2015
	EK 20191	Deputy Chief Advisory Unit on Border Matters	0	1	1	Nov 2015
	EK 20199	Border Police Advisor to the Directorate for Migration and Foreigners	0	1	1	Nov 2015

	EK 20201	Border Police Mobile Monitor	0	1	1	Nov 2015
	EK 20220	Advisor to Deputy Director General Operations	0	1	1	Oct 2015
	EK 20223	Mobile Advisor	0	1	1	Oct 2015
	EK 20231	Regional Advisor to Head of Regional Traffic Unit	0	1	1	Oct 2015
	EK 20232	Regional Advisor to Head of Regional Investigation Unit	0	1	1	Sep 2015
	EK 20233	Station Advisor	0	1	1	Sep 2015
	EK 20256	Intensive Care Unit Nurse	0	1	1	Sep 2015
	EK 20273	Chief HR Training and Development	0	1	1	Sep 2015
	EK 20326	Close Protection Operator	0	2	2	1 in Oct 2015 1 in Nov 2015
	EK 20340	Member of the Human Rights Review Panel	0	1	1	Jan 2016
<b>Deadline for Applications:</b>	9 September 2015 at 17:00 hours (Brussels time)					
<b>E-mail addresses to send the Job Application Form to:</b>	<p><b><u>For seconded candidates:</u></b></p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. <b>It is essential that both the job title AND the corresponding reference number are clearly marked in the form.</b> No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded. <b>National Authorities</b> nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</p> <p style="text-align: center;"><b>Civilian Planning and Conduct Capability (CPCC)</b> E-mail: <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p> <p><b><u>For contracted candidates:</u></b></p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use exclusively the online application form, posted in</p> <p style="text-align: center;"><a href="https://internationalrecruitment.eulex-kosovo.eu">https://internationalrecruitment.eulex-kosovo.eu</a></p> <p><b>No applications using Annex 2 will be accepted.</b> Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt. Only one application form per candidate will be accepted.</p>					
	<p><b><u>General aspects:</u></b></p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority. No further documentation besides the standard application form is necessary.</p>					

<b>Information:</b>	<p>Additional information can be obtained from the EULEX KOSOVO website (<a href="http://www.eulex-kosovo.eu">http://www.eulex-kosovo.eu</a>) or from the following contacts:</p> <p>For questions from national authorities:</p> <p style="text-align: center;"> <b>Mrs Antigone MARANA</b>  <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a>  <b>Tel: +32 (0)2 584 2630</b> </p> <p>For questions from individual applicants:</p> <p style="text-align: center;"> <b>EULEX KOSOVO/Human Resources</b>  <a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a>  <b>Tel: +381 38 78 ext. 8878, 6846, 6337</b> </p>
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**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/Contract Period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

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

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

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

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

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

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

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

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

**Availability** – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of 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 Skills**<sup>2</sup> – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

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

**Training** – e-Hest<sup>3</sup>: or equivalent.

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

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<sup>2</sup> [Common European Framework of References for Languages](#)

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

## **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.

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

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

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

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

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

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

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



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

**E. Job Descriptions**

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

<b>Position Name:</b> Special Assistant to the Deputy Head of Mission	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20010 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Deputy Head of Mission Secretariat	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Special Assistant reports to the Deputy Head of Mission

### Main Tasks and Responsibilities:

- To assist the Deputy Head of Mission in operationalizing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To assist the Deputy Head of Mission in his/her functions by ensuring a smooth running of the Mission, including by following up on tasking independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To maintain contacts with the different organisational units under the Deputy Head of Mission as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information;
- To coordinate, as appropriate, with external stakeholders at the appropriate level;
- To receive, filter, oversee and file incoming and outgoing correspondence;
- To draft documents where appropriate on behalf of the Deputy Head of Mission;
- To assist the Deputy Head of Mission with aspects of Mission visibility, e.g. preparing presentations and materials;
- To accompany the Deputy Head of Mission to meetings and events as required, making all necessary preparations and taking minutes;
- To prepare draft reports and documents for the Office;
- To undertake any other related tasks as required by the Deputy Head of Mission.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations or other related university studies, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least six years of relevant and proven full-time professional experience in a similar position.

#### Specification of Experience

- Good drafting and reporting skills;
- Good understanding or experience of Rule of Law and/or Civilian Crisis Management interventions.

**Advantageous**

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

<b>Position Name:</b> Chief of Staff	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20025 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Office of the Chief of Staff	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Chief of Staff reports to the Head of Mission.

### Main Tasks and Responsibilities

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

## **Qualifications and Experience**

### **Essential**

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

### **Specification of Experience**

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

### **Advantageous**

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

<b>Position Name:</b> Operations Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20026 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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 support the Air Operations Manager as appropriate, in particular in his/her absence;
- To maintain contacts with other organisational units as required;
- To undertake any other related tasks as requested by the Chief of Staff.

### **Qualifications and Experience:**

#### **Essential**

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

#### **Specification of Experience**

- 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.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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.

<b>Position Name:</b> Evaluation/Programme Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20047 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/Planning, Coordination and Compliance Office	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Evaluation/Programme Officer reports through the Programme Manager to the Head of Planning, Coordination and Compliance Office (PCCO).

### Main Tasks and Responsibilities:

- To support and advise the Head of PCCO 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), including through a programmatic approach comprising, inter alia, benchmarking, evaluation, reporting and compliance mechanisms;
- To support, on behalf of the Head of PCCO, Heads of Division in translating the benchmarks and objectives of the MIP into their work;
- To collect and analyse reports and assessments of the Divisions' activities drawn from various sources from within the mission, (i.e. After Action Reviews etc.) and other sources;
- To support the development of 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 follow internal and external developments relating to Mission programmes;
- To advise on development, standardization and deployment of survey tools and other data collection forms to realize the effective use of monitoring plans;
- To support the implementation of baseline surveys, monitoring and evaluation exercises for programmes/projects and impact assessments;
- To act as a resource for the development of data aggregation tools (Mission Information System and relational databases) to better manage programme inputs (operational inputs) and programme outputs;
- To support the Head of PCCO in planning, designing and implementing an overall risk management process for the Mission and to prepare risk assessments identifying, describing, analysing and estimating the risks affecting the Mission activities;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as required by the Programme Manager or the Head of PCCO.



## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Project Management, Business Administration or other related university studies, where the normal duration of university education awarded is three years or more and after having obtained the university degree at least six years of relevant and proven full-time professional experience.

### **Specification of Experience**

- Professional experience in programme management and report writing;
- Very good interpersonal and communication skills, both written and oral;
- Excellent editing and drafting skills, especially in English language;
- Proven experience in evaluation and compliance procedures.

### **Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Substantial 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;
- 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.

<b>Position Name:</b> Programme Manager (Division Level)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20048 Confirmed Vacancies: 1 Pending vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/Planning, Coordination and Compliance Office	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Programme Manager (Division Level) reports to the Head of Planning, Coordination and Compliance Office (PCCO).

### Main Tasks and Responsibilities:

- To assist and advise the Head of PCCO 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), including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanism;
- To support, on behalf of the Head of PCCO, Heads of Division in translating the benchmarks and objectives of the MIP into their work;
- To ensure that PCCO initiatives and planning are kept updated, in coordination with the Mission Divisions;
- To monitor and analyse internal and external developments relating to Mission programmes;
- To compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Kosovo's rule of law structures/activities related to political and social issues;
- In coordination with the Divisions, to study the Kosovo rule of law structures with a view to their professional and operational effectiveness, in accordance with the goals of EULEX KOSOVO;
- To analyse and assess the developments and achievements of Mission operational objectives;
- To assist in developing and maintain longitudinal analysis for programme stakeholders to gauge programme impact;
- To assist in developing 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 ensure timely and accurate evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as required by the Head of PCCO.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Project Management, Human Resources, Business Administration or other related university studies, where the normal duration of university education awarded is three years or more and after having obtained the university degree at least six years of relevant and proven full-time professional experience.

**Specification of Experience**

- 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.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Substantial 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;
- International experience, particularly in crisis areas with multi-national and international organizations, preferably in an CSDP operation;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Sound understanding 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.

<b>Position Name:</b> Political Advisor/Reporting Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20051 Confirmed vacancies: 2 Pending vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in Sep 2015 1 in Jan 2016
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Political/Reporting Office	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Political Advisor/Reporting Officer reports to the Head of Political/Reporting 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 advise, as appropriate, the Divisions on all political and reporting matters relating to the Mission and support them, in his/her area of expertise and on behalf of the Head of the Political/Reporting Office in translating relevant benchmarks and objectives of the MIP into their work, in particular in terms of political interference;
- To monitor global diplomatic and political events and trends, with a particular focus on the EU, NATO, UN, and other important international stakeholders, that may impact on the political situation in Kosovo and advise the Head of Office on strategies and plans with a view to safeguarding EULEX KOSOVO interests and ensuring that the overall EU policies vis-à-vis the region are being followed;
- To monitor and analyse political trends and events in the EU Member States that might have an impact on the situation in Kosovo and/or EULEX KOSOVO and prepare draft strategies, policy papers and plans to ensure appropriate reaction/adaption by the Mission;
- To support the Head of Office in providing expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on fighting political interference in line with planning documents and in close coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To liaise with other stakeholders at the appropriate level inside and outside of the Mission, in particular with the EUSR/EU Office;
- To liaise with interlocutors at the local level, as appropriate;
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate and ensure compliance with its advice;
- To assist in overseeing the collating and analysing of 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 prepare relevant Mission reports to the chain of command of the Mission, including monthly and six-monthly reports as well as special reports as requested and in coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To accompany Mission managers to meetings with external interlocutors and to report on such meetings;

- To prepare talking points, speeches and meeting minutes;
- To undertake any other related tasks as requested by the Head of Political and Reporting Office.

### **Qualifications and Experience:**

#### **Essential**

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

#### **Specification of Experience**

- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Excellent editing and report writing skills;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- Ability to cope with working extra hours and in an environment with limited infrastructure.

#### **Advantageous**

- 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;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

<b>Position Name:</b> Head of Human Rights and Legal Office	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20055 Confirmed vacancies: 1 Pending vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/Human Rights and Legal Office	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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 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 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.

### Qualifications and Experience:

#### Essential

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

**Specification of Experience**

- At least five years of management experience;
- 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.

**Advantageous**

- 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.

<b>Position Name:</b> Legal Officer for Administration Issues	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20059 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/Human Rights and Legal Office	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To support the Head of Office in providing expertise and advice to Mission Management on administrative, civil and labour legal issues, including contracts and Technical Arrangements;
- To prepare advice on legal implications of administrative decisions and actions;
- To draft, review and clear new internal administrative regulations technical arrangements, memoranda of understanding, contracts, documents and correspondence with regard to their legal implications;
- To assess internal administrative procedures in the light of local and the EU legislation and international best practices;
- To monitor the legal internal consistency of policies and the consistency with EU regulations;
- To prepare advice on legal solutions when exceptional circumstances arise such as breaching and termination of contracts, impossibility to fulfil policies, etc.;
- To propose procedures, policies and guidelines in his/her field of responsibility to improve the operational efficiency of the Mission;
- To act as a focal point with respect to all legal matters pertaining to the Mission Support Department, and to support the development of internal guidelines and Standard Operating Procedures;
- To act as a focal point for external legal representation in the areas of administrative, civil and labour legal issues;
- To undertake any other related tasks as requested by the Head of Human Rights and Legal Office.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least six years of relevant and proven full-time professional experience.

#### Specification of experience

- Experience in administrative, civil and labour legal issues.

#### Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;



- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Post-graduate degree in matters related to Administration and successful completion of any related national legal qualification examinations;
- Experience in the area of labour disputes.

<b>Position Name:</b> Human Rights Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20060 Confirmed vacancies: 1 Pending vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/Human Rights and Legal Office	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least six years of relevant and proven full-time professional experience.

### **Specification of Experience**

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

### **Advantageous**

- Completion of Masters, PhD or other post-degree studies in human rights and/or European Union Law issues;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good interpersonal and team-working skills;
- Knowledge of Albanian and/or Serbian language.

<b>Position Name:</b> Press and Public Information Officer (PPI Officer)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 20063 Confirmed vacancies: 1 Pending vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Press and Public Information Office (PPIO)	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Press and Public Information Officer reports to the Head of Press and Public Information Office (PPIO).

### Main Tasks and Responsibilities:

- To support the Head of Office in managing the PPIO and to deputise for the Head of Office in his/her absence;
- To be the focal point for press and public information work and strategic communication in the north of Kosovo and be the direct supervisor of the office staff working in this area;
- To be responsible for analysing the public image and to create and promote media campaigns in support of a transparent public image of EULEX KOSOVO;
- To assist in drafting press releases and to act as EULEX KOSOVO spokesperson when required;
- To undertake any other related tasks as requested by the Head of Office.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related university studies, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least eight years of relevant and proven full-time professional experience.

#### Specification of Experience

- Excellent analytical abilities and drafting skills in English.
- At least seven years of experience related to media and/or public information;
- Strategic communication skills;
- Managerial track record.

#### Advantageous

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

<b>Position Name:</b> Special Assistant to the Deputy Head of Executive Division (Chief EULEX Prosecutor)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Assistant Level (MSAL)
<b>Ref. Number:</b> EK 20076 Confirmed vacancies: 0 Pending vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/Office of the Deputy Head of Executive Division (Chief EULEX Prosecutor)	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To assist the line manager in his/her contacts and liaison with local interlocutors;
- To serve as the line manager's private secretary and organize his or her schedule;
- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents;
- To set up and maintain a proper filing system for all documents, as well as incoming and outgoing mail;
- To take minutes at meetings and conferences, as well as prepare draft reports and documents;
- To arrange and facilitate meetings with the local authorities and draft itineraries;
- To handle sensitive documents and information;
- To undertake any other related tasks as required by the Deputy Head of Executive Division (Chief EULEX Prosecutor).

### Qualifications and Experience:

#### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and, a minimum of three years of relevant and proven full-time professional experience.

#### Specification of Experience

- Extensive experience as a personal assistant to a higher level position;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral.

#### Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Punctuality, commitment to quality, attention to detail, precision, good multi-tasking and organizational skills, and willingness to work flexible working hours;
- Good protocol and diplomatic skills;

- Ability to prioritize and manage a high workload.

<b>Position Name:</b> Prosecutor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20077 Confirmed Vacancies: 2 Pending Vacancies: 2	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 2 in Sep 2015 1 in Nov 2015 1 in Jan 2016
<b>Component/Department/Unit:</b> Executive Division/ Office of Deputy Head of Executive Division (Chief EULEX Prosecutor)/SPRK/Basic Prosecution Office Mitrovica	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed.	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Qualifications and Experience:

#### Essential

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

#### Specification of Experience

- At least five 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.

#### Advantageous

- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;

- Ability to perform under stress and in difficult circumstances.



<b>Position Name:</b> Legal Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 20078 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Executive Division/Deputy Head of Executive Division (Chief EULEX Prosecutor)/SPRK/Basic Prosecution Office Mitrovica	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To assist the EULEX 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 Prosecutor and Police with pre-trial analysis, legal assessment and organization 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 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 Prosecutor in strategies to maximize 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 Prosecutor).

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least six years of relevant and proven full-time professional experience.

#### Specification of Experience

- At least three years of professional experience in the field of criminal law.

**Advantageous**

- To have successfully passed the Bar Exam;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

<b>Position Name:</b> Forensic Doctor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20086 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/Office of Deputy Head of Executive Division (Chief EULEX Prosecutor)/Department of Forensic Medicine	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Forensic Doctor reports to 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.

### **Qualifications and Experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Medic, specialisation in Forensic Medicine, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least five years of relevant and proven full-time professional experience.

#### **Specification of Experience**

- Extensive hands-on experience and knowledge of death investigations, including autopsy and other forensic examinations.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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.

<b>Position Name:</b> Criminal Judge at the Supreme Court/Appellate Court	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20096 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/EULEX Judges/ Supreme Court/Appellate Court	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Criminal Judge at the Supreme Court/Appellate Court reports to the President of EULEX Judges.

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

- To sit - primarily in mixed panels with Kosovar judges - in criminal cases which fall under the competency of the criminal chamber or the Supreme Court/Appellate Court (appeals against judgements, interlocutory appeals, protection of legality claims);
- To monitor and mentor the professional performance of Kosovo Supreme Court/Appellate Court judges through joint work;
- To hold regular peer discussions with regard to all aspects of judicial functions;
- To undertake any other related tasks as requested by the President of EULEX KOSOVO Judges.

### **Qualifications and Experience:**

#### **Essential**

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

#### **Specification of Experience**

- At least ten years of professional experience as judge, preferably also in higher/appeals courts.

#### **Advantageous**

- 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.

<b>Position Name:</b> Legal Officer at the Supreme Court/Appellate Court	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20097 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Dec 2015
<b>Component/Department/Unit:</b> Executive Division/EULEX Judges/ Supreme Court/Appellate Court	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Legal Officer at the Supreme Court/Appellate Court reports to the EULEX 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, organize court recorders and interpreters, attend Supreme Court sessions and hearings, participate in deliberations;
- To handle original court files, ensure that case files are well-organized 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.

### **Qualifications and Experience:**

#### **Essential**

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

**Specification of Experience**

- At least four years of professional experience in criminal or civil Law;
- Experience in drafting decisions in criminal or civil proceedings.

**Advantageous**

- Knowledge of property and housing Law.
- Experience with mass claims processes or property restitution;
- 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 international organisations and in an international court.

<b>Position Name:</b> Criminal Judge at Mitrovica Basic Court	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20098 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/EULEX Judges/ Mitrovica Court Level	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

### Qualifications and Experience:

#### Essential

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

#### Specification of Experience

- At least five years of experience as full-time judge in criminal/civil trials;
- Staff member is expected to live in the north.

#### Advantageous

- 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 multi-national and international organisations.



<b>Position Name:</b> Criminal Judge at Mobile Unit for Basic Court level	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20100 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/EULEX Judges/ Mobile Unit for Basic Court level	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Criminal Judge at Mobile Unit for Basic Court reports to the President of EULEX Judges.

### Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at Basic Court level throughout Kosovo;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Basic Courts;
- 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 through the work in mixed teams with local counterparts;
- To contribute to the Assembly's efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams;
- To be ready to travel in order to fulfil the tasks associated to his/her position;
- To undertake any other related tasks as requested by the President of EULEX KOSOVO Judges.

### Qualifications and Experience:

#### Essential

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

#### Specification of Experience

- At least five years of experience as full-time judge in criminal/civil trials;
- Readiness to travel.

#### Advantageous

- 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 multi-national and international organisations.

<b>Position Name:</b> Legal Officer at Mobile Unit for Basic Court Level	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20101 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/ EULEX Judges/ Mobile Unit for Basic Court level	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To support EULEX 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 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 Judges, based on thorough legal research;
- To assist the EULEX 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 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 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 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 Judges at the Mobile Unit for Basic Court Level.

### Qualifications and Experience:

#### Essential

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

**Specification of Experience**

- At least four 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.

**Advantageous**

- 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.

<b>Position Name:</b> Appeals Judge for Kosovo Property Agency (KPA) Appeals	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20102 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/EULEX Judges/ Supreme Court/Appellate Court	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Appeals Judge for Kosovo Property Agency (KPA) Appeals reports to the President of EULEX Judges.

### Main Tasks and Responsibilities:

- To adjudicate - in a mixed panel together with a Kosovar judge - appeals against decisions on property claims of the Property Claims Commission of the Kosovo Property Agency;
- To monitor and mentor the professional performance of the Kosovo judge sitting in the mixed panel through joint work;
- To hold regular peer discussions with regard to all aspects of judicial functions;
- To serve, if asked by the President of EULEX Judges, as a member of appeal or trial panel in the Special Chamber of the Supreme Court (Privatization issues), or as a member of the Mobile Team (Civil Judge) or as a member of an appeal panel;
- To undertake any other related tasks as requested by the President of EULEX Judges.

### Qualifications and Experience:

#### Essential

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

#### Specification of Experience

- At least five years as a judge in civil appeals, as a member of (quasi-) judicial bodies adjudicating property claims or as a presiding judge in civil cases;
- Special knowledge of property and housing Law.

#### Advantageous

- Experience with mass claims or property restitution;
- Good knowledge of commercial, labour, insolvency or property Law.
- 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.

<b>Position Name:</b> Customs Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Assistant Level (MSAL)
<b>Ref. Number:</b> EK 20163 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jan 2016
<b>Component/Department/Unit:</b> Executive Division / Special Police Department / Border/Boundary Unit North / Gates1/31/ Mobile Capacity	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Customs Officer reports to the Head of Border/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 customs control at the border and boundary common crossing points (CP) (import, export and transit control) on a 24/7 basis and in a mobile capacity;
- To maintain customs control operations whilst facilitating the flow of trade;
- To undertake basic anti-smuggling controls on trains, vehicles and persons;
- Conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To participate in customs operational responses to combat the threat from smuggling, organised crime and corruption;
- To assist in conducting intelligence and investigation casework and activity;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Head of Border/Boundary Unit North.

### Qualifications and Experience:

#### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by relevant vocational training, with a minimum of five years of relevant and proven full-time professional experience in customs administration or related field after having obtained the necessary educational qualifications..

#### Specification of Experience

- Minimum of five years of experience in a customs service, having working knowledge's within some or all of the following areas; accounting procedures, customs procedures, verification, cargo examination and anti-smuggling control;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Experience in international law enforcement operations in the area of customs;
- Staff member is expected to live in the north.

**Advantageous**

- 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of EU Customs Revenue related regulations;
- Knowledge of Serbian language;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Kosovo Prosecutorial Council Advisor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20185 Confirmed vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Strengthening Division/Advisory Unit on Justice Matters	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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;
- In case of non-compliance, to report to without delay to the Chief of Unit including recommendations on how to address the situation;
- 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.

### Qualifications and Experience:

#### Essential

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

**Specification of Experience**

- 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.

**Advantageous**

- 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.



<b>Position Name:</b> Mobile Monitor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff- Management Level (MSML)
<b>Ref. Number:</b> EK 20187 Confirmed Vacancies: 3 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Strengthening Division/Advisory Unit on Justice Matters	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) as part of a Mobile Team covering all of Kosovo;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, human rights and gender issues, etc.;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local institutions with EU standards and with EULEX KOSOVO advice given at HQ level;
- Collect and collate "on the spot" performance statistics that relate to Kosovo's criminal justice system, as part of the Mission's benchmarking processes covering all of Kosovo;
- 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;
- In case of non-compliance, to report without delay to the Chief of Unit, including recommendations on how to address the situation;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To undertake any other related tasks as required by the Chief Advisory Unit on Justice Matters.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Political Sciences or other related university studies, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least five years of relevant and proven full-time professional experience.

**Specification of Experience**

- Previous experience in advanced monitoring of judiciary;
- Very good interpersonal and communication skills, both written and oral;
- Strong team player with drive and the ability for innovative thinking and problem-solving;
- Readiness to travel.

**Advantageous**

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

<b>Position Name:</b> Human Resources Officer (Planning and Recruitment)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 20268 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Mission Support Department/Human Resources Office/Human Resources Planning and Recruitment Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Human Resources Officer (Planning and Recruitment) reports to the Chief of Human Resources - Planning and Recruitment Unit.

### Main Tasks and Responsibilities:

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

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Human Resources, Business Administration or equivalent studies, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least five years of relevant and proven full-time professional experience.

**Specification of Experience**

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

**Advantageous**

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

<b>Position Name:</b> IT Officer (Network/Servers)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 20301 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Mission Support Department/ Technical Services/Information Technology and Software Development Unit	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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.

### **Qualifications and Experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Information Technology or IT Engineering, or other related university studies, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least five years of relevant and proven full-time professional experience.

#### **Specification of Experience**

- At least five 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.

#### **Advantageous**

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

<b>Position Name:</b> Chief Registry and Archives Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20305 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Mission Support Department/ Technical Services/Registry and Archives Unit	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Chief Registry and Archives Unit reports to the Head of Technical Services.

### Main Tasks and Responsibilities:

- To direct and supervise the work of the Registry and Archives Unit;
- To develop, implement and manage a comprehensive records management programme in the Mission;
- To be responsible for the collection, filling and preservation of manual and electronic records produced within the Mission, including all classified and registered access material, ensuring timely access to the required documents;
- To lead the implementation of Council Information Security Regulations, Data Protection legislation, and Council Archives and records management standards;
- To implement new applications of information technology to archives and records management and make recommendations for their deployment;
- To provide advisory services on recordkeeping practices including needs and business process analysis;
- To develop guidelines, Standard Operating Procedures, training materials and user manuals;
- To train staff in use of the recordkeeping system and provide user support;
- To apply approved retention policies to records, assuring that registration and physical aspects of records transfers meet established standards;
- To ensure that the Mission's records storage facilities meet professional standards;
- To promote the importance of information, records and data as a key Mission resources and bring information management expertise to a broad span of projects and programmes;
- To participate in budget drafting and facilitate procurement activities related to the Unit;
- To undertake any other related tasks as requested by the Head of Technical Services.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Records, Information Management or other related university studies, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least ten years of relevant and proven full-time professional experience.

**Specification of Experience**

- Significant experience of managing Corporate Information, Records and mail services in international organisations;
- Broad and in-depth knowledge of Council Information Security Regulations, Data Protection legislation, and Council Archives and records management standards;
- Ability to develop policies and procedures to comply with legislation and good practice.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Proficiency in Microsoft PowerPoint, Access, as well as in the design and implementation of SharePoint;
- Ability to perform under stress and in difficult circumstances;
- Punctuality, commitment to quality and good interpersonal and communication skills.



<b>Position Name:</b> Team Leader (Mission Security Officer Team)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 20327 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/Security and Safety Department	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in a field related to Security or Emergency Management or other related field, where the normal duration of university education in the country awarded is three years or more and at least seven years of relevant and proven full-time professional experience;
- OR
- Equivalent Police/Military Academy education or civilian security organisation and at least seven years of relevant and proven full-time experience.

#### Specification of Experience

- At least five years of professional experience at management level in the civilian security sector or in the police/military
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;

- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Authorized to carry and be issued a personal firearm if seconded or be prepared to be trained in their use if contracted;
- Very good interpersonal and communication skills, both written and oral in English;
- Driving license of Category C;
- Staff member might be expected to live in the north.

#### **Advantageous**

- Successful completion of the EEAS Security Officers Certification Course (MSO);
- Previous experience as MSO in ESDP/CSDP Mission(s);
- Knowledge of EU security policies and security organisation;
- 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Albanian and/or Serbian language.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff– Assistant Level (MSAL)
<b>Ref. Number:</b> EK 20329 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/Security and Safety Department	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting line:

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

### Main Tasks and Responsibilities:

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

### Qualifications and Experience:

#### Essential

- Level of secondary education attested by a diploma and relevant specialized trainings, giving access to post-secondary education with a minimum of five years of relevant and proven professional experience of which one year experience of Field Security;
- OR
- Equivalent Police /Military education or civilian security organization and at least five years of relevant and proven full-time professional experience of which one year experience of Field Security.

### Specification of Experience:

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

**Advantageous**

- 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;
- Successful completion of the EU Mission Security Officers Certification Course;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Serbian and/or Albanian language.

<b>Position Name:</b> Security Information Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20331 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in Sep 2015, 1 in Jan 2016
<b>Component/Department/Unit:</b> Office of the Chief of Staff/Security and Safety Department/Security Information and Analysis Unit	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Security Information Analyst reports to the Chief of Security Information Analysis Unit.

### Main Tasks and Responsibilities:

- To manage and supervise local staff under the authority of the Chief of Security Information Analysis Unit;
- To produce incident-based security and travel advisories;
- To prepare, analyse and distribute daily, weekly, monthly working papers;
- To maintain and update Security Information Analysis Office security reference sources;
- To prepare Security incident background papers;
- To produce long term assessments, forecasts of the upcoming security situation;
- To liaise with designated Diplomatic/Police/Military security information focal points;
- To assist the Chief of Security Information Analysis Unit in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of EULEX KOSOVO staff and assets within the Mission area;
- To conduct risk analysis and threat assessments regarding security developments in Kosovo;
- To conduct interviews and threat/risk assessments on persons/assets, under instructions from Threat Assessment Committee (TAC);
- To provide briefings to new staff members on the Mission wide security situation;
- To ensure the quick dissemination of security related information;
- To liaise closely with other elements of the security unit in the planning and preparation of security plans or briefs;
- To act as a Deputy in the absence of Chief of Security Information Analysis Unit;
- To undertake any other related tasks as requested by the Chief of Security Information Analysis Unit.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in a field related to Security or Emergency Management, where the normal duration of university education in the country awarded is three years or more and at least six years of relevant and proven full-time professional experience;

#### OR

- Equivalent Police /Military Academy education or civilian security organisation and at least six years of relevant and proven full-time experience.

**Specification of Experience**

- At least five years of experience in security information analysis in a police or military environment;
- Proven information analysis, staff and leadership experience required;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Previous Mission experience with an international security organisation;
- Excellent analytical skills;
- Excellent presentational skills with experience in delivering Power Point presentations to large audiences in English language.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Experience of handling nationally classified information and ideally EU Classified Information is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving licence of Category C;
- Knowledge of Albanian and/or Serbian language;
- Successful completion of the EU Mission Security Officer Certification Course.

<b>Position Name:</b> Mission Security Officer/Team Leader	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20335 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Security and Safety Department/ SITF Mission Security Officers	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Mission Security Officer/Team Leader attached to the Special Investigative Task Force (SITF), reports to the Senior Mission Security Officer (SMSO).

### Main Tasks and Responsibilities:

- To manage all security resources for the SITF, thereby ensuring a safe operating environment for SITF staff working in Belgium and abroad. Responsible for planning, tasking, and coordinating MSOs allocated under command as necessary, together with guiding and managing their roles and performance;
- To develop, implement, update and maintain SITF security policies and procedures;
- To carry out threat/risk assessments in order to ensure appropriate SITF security measures are put in place, in a timely and effective manner;
- To gather, analyse, assess and brief on information that may affect the safety and security of the SITF staff, assets, information and reputation in Brussels, the Mission area, and other countries as necessary, giving physical and material support as appropriate;
- To liaise with EULEX KOSOVO Mission individuals and departments as well as designated security information focal points (Diplomatic/Police/Military) in any locations where the SITF operate or may operate in the future;
- To supervise the SITF security team, managing their tasks and setting out their priorities;
- To liaise with SMSO, EULEX KOSOVO Security and Safety Department in order to arrange additional support as necessary;
- To ensure timely and accurate security reporting;
- To assist with all aspects of IT Security for the SITF;
- To oversee use, handling and storage of secure communication equipment;
- To oversee use, handling and storage of sensitive information and EUCI;
- To identify the future needs of the SITF, plan, budget and implement procurement actions for goods and services as appropriate, supervise security related contracts;
- To conduct or oversee security training for SITF members in residential, office, travel and general security awareness, as well as identify future training needs;
- To undertake any other related tasks as required by the SMSO.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Police Science, Military Science, Security or Emergency Management or other related field, where the normal duration of university education in the country awarded is three years or more and at least seven years of relevant and proven full-time professional experience;

**OR**

- Equivalent Police/Military academy education or specialised training on field operations, force protection and/or security in a civilian security organisation and at least seven years of relevant and proven full-time professional experience.

**Specification of Experience**

- Minimum of seven years of progressively responsible professional experience at management level in the civilian security sector or in the military/police;
- 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;
- Ability to work in difficult, stressful circumstances on own initiative, with minimal information and sometimes alone and without direct support;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Authorized to carry and be issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving license of Category C.

**Advantageous**

- Completion of the EEAS Security Officers Certification Course (MSO) highly desirable; knowledge of EU security policies and security organisation is also highly desirable;
- International experience of an ESDP/CSDP, together with experience of multi-national and international organizations/Missions;
- 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;
- Previous experience in investigation security;
- Working knowledge of French and some knowledge of Albanian and/or Serbian;
- Experience in working with, handling and storing EU Classified Information;
- Knowledge of CSDP Mission procurement;
- The position is based in Brussels, but extensive duty travel will be required at short notice.



<b>Position Name:</b> Diplomatic Operations Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20405 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/ Special Investigative Task Force	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Diplomatic Operations Officer reports to Lead Prosecutor through the Deputy Lead Prosecutor of the Special Investigative Task Force (SITF).

### Main Tasks and Responsibilities:

- To act as a point of contact for the Special Investigative Task Force on operational issues;
- To schedule appointments and meetings and ensure timely preparation of substantial materials for the meetings of the Lead and Deputy Lead Prosecutor;
- To provide editorial and substantive input to documents in coordination with the Liaison Officer and the Press and Information Officer where relevant;
- To accompany the Lead and Deputy Lead Prosecutors to meetings and events as required, making all necessary preparations and taking minutes;
- To coordinate, as appropriate, with external stakeholders at the appropriate level;
- To prepare reports and documents for the Lead and Deputy Lead Prosecutor;
- To undertake any other related tasks as required by the Lead Prosecutor;
- The selected staff member should be willing to be located either in Pristina or in Brussels or other seat of SITF.

### Qualifications and Experience:

#### Essential

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

#### Specification of Experience

- Experience with public information management and with diplomatic contacts in relation to war crimes issues;
- Very good drafting and reporting skills;
- Experience and good understanding of Rule of Law and Civilian Crisis management Interventions.

#### Advantageous

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

<b>Position Name:</b> Finance and Accounting Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 20407 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/ Special Investigative Task Force	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Finance and Accounting Officer reports to the Head of Administration of the Special Investigative Task Force (SITF) and when necessary to the Chief Finance Unit of EULEX KOSOVO.

### Main Tasks and Responsibilities:

- To be responsible for the control of financial commitments of SITF with regard to the availability of funds and respect of procurement thresholds;
- To contribute to the preparation of the budget of the SITF;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks, etc.) under the supervision of the Head of Administration and provide periodic reporting to the Head of Mission through the EULEX Chief of Finance Unit;
- To be responsible for the monitoring of the internal financial authorisation processes;
- To be responsible for disbursements and payments of petty cash;
- To maintain all the records related to finance for the SITF;
- To prepare cash flow forecasts and treasury forecasts, plan for possible budget readjustments if necessary;
- To coordinate the procurement process for SITF within EULEX KOSOVO Mission;
- To ensure the integrity, accuracy, and timely submission of any required periodic or ad hoc internal and external financial reporting;
- To prepare Mission expense claims for SITF and associated staff travel;
- To prepare payment orders for approval by SITF Authorising Officers;
- To make financial disbursements from the SITF bank account;
- To file all finance related documents and prepare a monthly accounts folder;
- To ensure observance of EULEX KOSOVO and Commission financial rules and procedures within the SITF;
- To support implementation of internal audits;
- To ensure the proper handling of confidential financial documentation and related information;
- To undertake any other related tasks as required by the Head of Administration and/or the Deputy Lead Prosecutor;
- The selected staff member should be willing to be located either in Pristina or in Brussels or other seat of SITF.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Finance, Economics, or Accounting, where the normal duration of university education in the country awarded is three years or more, after having obtained the university degree at least five years of relevant and proven full-time professional experience.

**Specification of Experience**

- A minimum of five years relevant and proven work experience, of which at least three years in an EU environment or preferably a CSDP Mission;
- Experience in the implementation of EU budgetary and financial processes and regulations;
- Excellent analytical, research and problem-solving skills;
- Competency in using PC-based accounting systems (i.e. Quick Books Pro, SAGE, etc) and MS Office in particular excel.

**Advantageous**

- Master degree in Accounting or relevant field;
- Training Certificate in International Public Sector Accounting Standards (IPSAS);
- Knowledge of financial planning and accounting programmes;
- Good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and willingness to work long hours as required.

<b>Position Name:</b> Prosecutor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20415 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/ Special Investigative Task Force	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Prosecutor reports to the Lead Prosecutor through the Deputy Lead Prosecutor of the Special Investigative Task Force (SITF).

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

- To conduct, under the direction of the Lead Prosecutor and Deputy Lead Prosecutor of SITF, the investigation and prosecution of cases assigned to SITF;
- To handle daily investigative and prosecutorial tasks within SITF;
- To conduct case filing and quality management;
- To serve as a Trial Attorney in any resulting prosecutions;
- To undertake any other related tasks as required by the Lead and/or Deputy Lead Prosecutor;
- The selected staff member should be willing to be located either in Pristina or in Brussels or other seat of SITF.

### **Qualifications and Experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least seven years of relevant and proven full-time professional experience in legal practice.

#### **Specification of Experience**

- At least five years of experience as a full-time Prosecutor;
- Experience dealing with war crimes investigations and prosecutions, ideally through work at an international criminal tribunal;
- Experience in conducting complex investigations with a transnational character related to war crimes, organised crime, financial crimes, or trafficking in human beings;
- Proven track record as a Trial Attorney in the prosecution of complex cases.

#### **Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- 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.

<b>Position Name:</b> Legal Officer – Prosecutorial Operations	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20420 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/ Special Investigative Task Force	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To conduct witness interviews and proof witnesses before trial;
- To examine all material, prepare, plan, develop, and coordinate activities relevant to investigations, interviewing of victims and witnesses and the arrest of alleged perpetrators and the gathering of evidence in consultation with the Special Investigative Task Force prosecutors;
- To participate in field activities, when required attend crimes scenes and exhumation sites;
- 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 assist the prosecutors in fulfilling pre-trial and trial obligations towards the defence;
- To handle a range of issues related to criminal (substantive, procedural and comparative) law regarding investigations and/or prosecutions in consultation with prosecutors;
- To assist prosecutors and Investigation Team Leader with pre-trial analysis, legal assessment and organization of evidence compiled by investigators and analysts, including the use of sophisticated software automation tools developed for complex litigation;
- To assist the Lead Prosecutor as a legal officer and investigator under the supervision of other prosecutors in pre-trial, trial or appellate proceedings;
- To prepare official reports and Prosecution Investigation Files;
- To undertake legal research and analysis;
- To prepare or assist prosecutors in strategies to maximize the efficacy and economy of the presentation of evidence;
- To undertake any other related tasks as requested by the Lead Prosecutor;
- The selected staff member should be willing to be located either in Pristina or in Brussels or other seat of SITF.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least eight years of relevant and proven full-time professional experience in criminal law.

**Specification of Experience**

- Professional understanding and experience in research and analytical tools/applications and specialized court management software.

**Advantageous**

- Substantial experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- 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 organizations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> War Crimes Investigator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 20426 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/ Special Investigative Task Force	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The War Crimes Investigator reports to Investigation Team Leader.

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

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

### **Qualifications and Experience:**

#### **Essential**

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

#### OR

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

**Specification of Experience**

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

**Advantageous**

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



<b>Position Name:</b> Head of Administration	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20428 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/ Special Investigative Task Force	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Head of Administration reports to the Lead Prosecutor through the Deputy Lead Prosecutor of the Special Investigative Task Force (SITF).

#### **Reporting Line:**

The Head of Administration reports to the Lead Prosecutor through the Deputy Lead Prosecutor of the Special Investigative Task Force (SITF).

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

- To support and advise the Lead and Deputy Lead Prosecutor, with the assistance of the appropriate administrative and operational staff, on all administrative, human resources and financial issues including strategic and annual budget, procurement and staffing plans;
- To supervise, manage, coordinate and direct the work of administrative support staff in finance, human resources, CIS and procurement matters;
- To be responsible for the management and co-ordination of all administrative services related issues for SITF including periodic financial reporting and administrative liaison with EC, CPCC and the Mission;
- To ensure the establishment and implementation of necessary rules and procedures as well as the provision of the needed administrative support, including sufficient financial, technical and human resources, to allow SITF to implement its mandate;
- To ensure proper handling and control of designated funds allocated to SITF and all necessary internal and external administrative functions related to efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To ensure accurate and timely reporting and information flow as pertaining to his/her area of competence;
- To supervise and coordinate activities related to budget, cash and banks, accountancy, reports, and relations with the European Commission;
- To study and propose operational and management decisions with the objective of increasing the efficiency of SITF administration;
- To propose good practices, administrative and management decisions that have the objective to increase the efficiency of the Mission;
- To ensure compliance with EC, CPCC and Mission directives and prepare all administrative operations for periodic internal/external audit and assessments;
- To undertake any other related tasks as required by the Lead and/or Deputy Lead Prosecutor;
- The selected staff member should be willing to be located either in Pristina or in Brussels or other seat of SITF.

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Business or Public Administration, Economics/Finance, Law, Social Sciences or other related University studies, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least ten years of relevant and proven full-time professional experience.

### **OR**

- Successful completion of a full course of university studies attested by a degree in Business or Public Administration, Economics/Finance, Law, Social Sciences or other related University studies, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least eleven years of relevant and proven full-time professional experience.

### **Specification of Experience**

- Minimum of four years of experience at management level with an international organisation or CSDP Mission;
- Extensive and progressive professional experience in finance and/or human resources and/or procurement, or in a senior level supervisory administrative role.

### **Advantageous**

- Master degree in Business or Public Administration, Economics/Finance, Law, Human Resources or Procurement;
- 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 willingness to work long hours, as required;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;

<b>Position Name:</b> Security Expert	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 21014 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ SITF Proceedings Planning Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Security Expert reports to the Head of the Planning Team. On issues related to the operational security of Planning Team staff and assets the Security Expert will report to the Senior Mission Security Officer and update him/her on developments in this regard.

### Main Tasks and Responsibilities:

- To assume security responsibility and implement the specific Security Plan for the Planning Team Members and to liaise with the Head of Planning Team on all security matters related to relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- To collaborate with the relevant law enforcement agencies of the host State on developing a preliminary threat assessment of relocated internationalised trial and appellate proceedings and associated staff;
- To liaise with the MSO Team Leader at the Special Investigative Task Force on relevant assessments while keeping the Senior Mission Security Officer informed;
- On the basis of the threat assessment and an assessment of the facilities in the host State, make recommendations as to the nature and level of required improvements and of assistance and cooperation required of the host State in securing the premises and operations, such as outer perimeter security, emergency response, and any sensitive transfer and movement;
- To consider how the EU security regime and regulations can accommodate the needs of a relocated internationalized court and its functions and to provide advice on this regime's applicability to relocated and internationalized trial and appellate proceedings;
- To liaise and consult with the Detention Management Expert on the security needs for the detention facilities and any movement between the court premises and the detention facilities;
- In light of these assessments and liaisons, to prepare written recommendations as to needs of the security regime (Needs Assessment Reports);
- Depending on the circumstances, to be mainly responsible for the preparation of the selection of security staff for the relocated internationalised trial and appellate proceedings and the management of any additional security staff, as required;
- To input, as necessary, on the Information Sensitivity, Classification, Handling and Access Policy, and on the IT Security Plan;
- To draft a Security Plan for the court and staff, including evacuation and emergency response;
- To draft a Security Plan for contractors, visitors and other non-staff on-site;
- To prepare procurement paperwork for all necessary security procurements including work, services and equipment, in close co-operation with the Procurement Expert;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Head of the Planning.

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in military or security fields, social/political science, emergencies management, criminology, law, public/business administration or other related fields, where the normal duration of university education in the country awarded is four years or more, and after having obtained the university degree at least eight years of relevant and proven full-time professional experience;

#### OR

- Successful completion of a full course of university studies attested by a degree in military or security fields, social/political science, emergencies management, criminology, law, public/business administration or other related fields, where the normal duration of university education in the country awarded is three years, and after having obtained the university degree at least nine years of relevant and proven full-time professional experience;

#### OR

- Successful completion of a full course of an equivalent education with a Police, Military or Civilian Security academy or institution, and after having obtained that education at least eight years of relevant and proven full-time professional experience.

### **Specification of Experience**

- A minimum of eight years of progressively responsible experience in civilian security, police or military, preferably in a management/leadership position;
- Knowledge of/or experience in designing and/or implementing security plans for sensitive operations and VIP persons;
- Knowledge of the organisation and functioning of national police and security agencies;
- Demonstrated ability to innovate and develop security policies and procedures, tailored to meet specific needs;
- Excellent analytical, planning, organisational, drafting and IT skills;
- Ability to work in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds.

### **Advantageous**

- Experience as Chief of Security, Senior/Deputy Senior Mission Security Officer or in a security management role at an international or hybrid court or tribunal;
- Security management experience in the European Union, the United Nations or another international organisation;
- Experience in predictive analysis or security studies of threat factors, research and/or studies conducted in the fields of criminology, corporate security, crime statistics, armed conflict, terrorism, civil unrest or areas related to security at the international level;
- Experience in a high security/high risk environment;
- Experience working in the Balkan region;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of EU security policies and security organization;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Successful completion of the EEAS Security Officers Certification Course (MSO);
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Administration Expert	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 21019	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ SITF Proceedings Planning Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **Reporting Line:**

The Administration Expert reports to the Head of the Planning Team.

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

- To assist and support the Head of Planning Team with the development of administrative and budgetary policies for the Specialist Chambers Registry as set out in the relevant legal instruments, planning documents and relevant instructions;
- To support the Head of Planning Team with the preparation of the action plan for the operationalization of the Specialist Chamber's Registry by providing figures, statistics, inventories, and in coordination with the Court Planning Team's finance staff prepare analysis of the future requirements of the Specialist Chambers Registry and contribute to the Head of Planning Team weekly reports;
- To serve as principal advisor to the Head of Planning on all administrative and general support issues of the Planning Team and the Specialist Chambers Registry;
- To manage the recruitment assistants on a day-to-day basis as needed and to support the Head of Planning Team with coordination of the work of the Planning Team's Procurement Expert and Finance Expert during the planning and implementation phases of the Specialist Chambers Registry;
- To assist and support the Head of Planning Team with monitoring and directing day-to-day personnel, financial and administrative matters of the planning team and to coordinate with the Head of Mission Support Department on financial and administrative matters related to the planning team;
- To advise the Head of Planning Team about, and develop Registry units coordination plans, set goals and deadlines and define procedures and responsibilities related to all support matters, including activities to ensure the effective provision of services required to support the Specialist Chambers judicial proceedings;
- In coordination with the Archives and Records Management Expert, to contribute to the set-up of information management systems for The Specialist Chambers and Registry;
- In coordination with the Legal Expert to be responsible for research on and analysis of contracts required for the implementation of the Specialist Chambers mandate;
- To devise, prepare and implement a risk register for the Specialist Chambers Registry;
- To undertake any other related tasks as required by the Head of Planning Team.

### **Qualifications and Experience**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Public Administration, Finance/Accounting, where the normal duration of university education in the country awarded is four years or more, and after having obtained the university degree at least ten years of relevant and proven full-time professional experience;

**OR**

- Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Public Administration, Finance/Accounting, where the normal duration of university education in the country awarded is three years or more, and after having obtained the university degree at least eleven years of relevant and proven full-time professional experience;

**Specification of Experience**

- At least five years of management experience;
- Professional certification in the field of Accounting;
- A track-record of producing creative and pragmatic solutions to complex administration challenges, such as improving efficiency, bringing together different stakeholders to reach effective solutions to problems, developing cost-saving measures;
- Proven ability to work in a demanding, dead-line driven environment and to maintain constructive working relationships with people from different national and cultural backgrounds;
- Excellent communication skills, both written and oral, in English;
- Excellent organisational and interpersonal skills.

**Advantageous**

- Professional certification in the field of Accounting;
- Experience in an international environment in an international, hybrid, or internationally assisted judicial institution is desirable;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions in the area of financial management and/or EU procurement rules is desirable;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Budget and Finance Expert	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 21020	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ SITF Proceedings Planning Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Budget and Finance Expert reports to the Head of the Planning Team.

### Main Tasks and Responsibilities

- To assist and support the Head of Planning with the planning and development of the Specialist Chambers Registry including advice on the existing EU rules and policies regulating the budget and finance function and the development of budgetary policies for the Specialist Chambers Registry in line with relevant legal instruments, planning documents, and relevant instructions;
- To be responsible for the provision of all financial advice to the Head of Planning and the Administration Expert, and to assist in the formulation of financial strategies for the Specialist Chambers Registry;
- To support the Head of Planning as needed with the preparation of budgets for the Specialist Chambers;
- To draft the action plan for the operationalization of the Specialist Chamber's Registry Budget and Finance Unit and ensure a smooth transfer of all functions from the Planning team to the Specialist Chambers Registry; and to contribute to the Head of Planning weekly reports;
- In coordination with the Finance Expert, to draft all policies, guidelines, procedures and systems for the Specialist Chambers Registry Budget and Finance Section including accounting, payments, control for finance, book-keeping, pay-roll, claims, travel booking and claims procedures and other financial functions;
- In coordination with the IT Expert and the Finance Expert, to ensure development of Finance and Budget units and systems' needs in terms of hardware, software and any external services required for its financial functions;
- To undertake any other related tasks as requested by the Head of Planning Team.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Finance/Accounting, or a relevant field, where the normal duration of university education in the country awarded is four years or more, and after having obtained the university degree at least six years of relevant and proven full-time professional experience;

#### OR

- Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Finance/Accounting, or a relevant field, where the normal duration of university education in the country awarded is three years or more, and after having obtained the university degree at least seven years of relevant and proven full-time professional experience;

**Specification of Experience**

- At least four years of management experience in finance and budgetary management matters of an international organisation, preferably at an EU institution or CSDP Mission, or an international or hybrid criminal court or tribunal;
- Knowledge of EU financial rules and regulations, including the PRAG;
- A track-record of producing creative and pragmatic solutions to complex financial and budgetary challenges, such as improving efficiency and developing/implementing cost saving measures;
- Substantial knowledge of financial planning or accounting software;
- Proven ability to work in a demanding, dead-line driven environment and to maintain constructive working relationships with people from different national and cultural backgrounds;
- Excellent communication skills, both written and oral, in English;
- Excellent organisational and interpersonal skills.

**Advantageous**

- Experience in the financial aspects of the start-up phase of an international court/tribunal or another large international organisation or Mission;
- Extensive experience in or knowledge of funding mechanisms for and financial management of international/hybrid tribunals, or rule of law Missions;
- Experience in or substantial knowledge of the implementation of EU budgetary and financial processes, regulations and/or reporting requirements;
- Experience in a CSDP Mission;
- 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;
- Ability to perform under stress and in difficult circumstances.



<b>Position Name:</b> Special Assistant to the Head of Planning Team	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 21021	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ SITF Proceedings Planning Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Special Assistant reports to the Head of the Planning Team.

### Main Tasks and Responsibilities:

- To accompany the Head and Deputy Head of Planning as required to meetings and events and make necessary preparations as well as minutes taking at meetings; prepare draft reports and documents and monitor follow-up activities as requested;
- Coordinate, review and provide input to reports, strategic planning and policy documents of the Planning Team;
- To assist and support the Head and Deputy Head of the Planning Team with all matters related to making protocol arrangements in the Host State;
- Conduct legal research on a diverse range of assigned issues in criminal law, international law, international humanitarian law and other area(s) of specialization using multiple research sources; select relevant material, analyse information and present findings for internal review in either written or oral form;
- Assist the Legal Expert in drafting documents on the legal and policy framework of the Specialist Chambers, including procedures and internal rules for the Office of the Ombudsperson;
- Provide support and advice on legal, policy or strategic matters to the Head and Deputy Head of the Planning Team on diverse and complex questions in relation to their mandate;
- Conduct extensive research and analysis and prepare background information, memoranda, and research papers etc. for internal and external meetings;
- Assist the Legal Expert to prepare draft Practice Directions on court proceedings, including court filings, as well as other directives, policies, codes and procedures as necessary;
- Any other tasks and projects as maybe assigned by the Head and Deputy Head of Planning team.

### Qualifications and Experience

#### Essential

- Successful completion of a full course of university studies attested by a degree in Law, Political Science, International Relations or a related field where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least seven years of relevant and proven full-time professional experience.

#### Specification of Experience

- At least two (2) years of legal experience (including research experience), at either the national or international level, with emphasis on criminal law, international law, human rights' law, or humanitarian law;
- Excellent legal research and drafting skills that demonstrate clarity, accuracy, and ability to summarize;

- Proven experience in research and drafting;
- Proven experience in participating in the planning of complex projects;
- Ability to manage changing and at times conflicting priorities;
- Ability to maintain discretion and to act with tact and diplomacy;
- Ability to work in a demanding, dead-line driven environment and to maintain constructive working relationships with people from different national and cultural backgrounds;
- Excellent communication skills, both written and oral, in English;
- Excellent organisational and interpersonal skills.

#### **Advantageous**

- Experience as legal advisor/legal officer in an international environment;
- Previous experience in criminal proceedings, whether at the international or domestic level;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> IT Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Assistant Level (MSAL)
<b>Ref. Number:</b> EK 21022	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ SITF Proceedings Planning Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **Reporting Line:**

The IT Assistant reports to the Head of the Planning Team.

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

- To assist the IT Expert and the Planning Team with its ICT needs; providing user support to resolve IT related incidents and changes;
- Provide user training on specific or standard office applications and produce technical and user-oriented documentation;
- Install, configure, monitor and administer computer systems and networks;
- As requested by the IT Expert to support the team during its growth and to assist in the deployment of critical ICT infrastructure;
- Ensure proper configuration and troubleshooting of hardware, software and peripheral equipment;
- Implement back up and disaster recovery policy;
- Configure and administer Microsoft servers; Windows Server 2008, 2012; Exchange Server 2010; SharePoint Server 2010, 2013; SQL Server 2008, Microsoft Office 2010;
- Provide technical support and administration of telecommunications equipment;
- Maintain an ICT inventory of hardware and software;
- Perform receiving, inspection, deployment and moving of IT equipment;
- Assist the IT Expert in the design, writing and deployment of policies, procedures and guidelines;
- Contribute in the drafting of technical specifications for procurement needs of judicial proceedings;
- To undertake any other related tasks as requested by the Head of Planning Team or the IT Expert.

### **Qualifications and Experience:**

#### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by relevant specialized training in IT Technology or relevant field and, a minimum of six years of relevant and proven full-time professional experience;

#### **Specification of Experience**

- Advanced knowledge of Microsoft technologies: Windows Server 2008, 2012; Exchange Server 2010; SharePoint Server 2010, 2013; SQL Server 2008, Microsoft Office 2010;
- Experience with virtualisation infrastructure (VMware ESXi and vSphere 5);
- Good working knowledge and experience in configuring and administering TCP/IP networks;
- Experience with NAS technologies;
- Proven ability to work in a demanding, dead-line driven environment and to maintain constructive working relationships with people from different national and cultural backgrounds;

- Excellent communication skills, both written and oral, in English;
- Excellent organisational and interpersonal skills.

**Advantageous**

- Demonstrated ability to find creative and pragmatic solutions matching a client's specific needs with limited resources while respecting industry standards;
- Experience in the IT department of an international court or tribunal;
- Experience setting up or developing the IT system for an international organisation or court;
- 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;
- Ability to perform under stress and in difficult circumstances.

### **Seconded**

<b>Position Name:</b> Special Advisor to the Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20003 Confirmed Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Office of the Head of Mission/ HoM Secretariat	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Special Advisor reports to the Head of Mission.

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

- To advise the Head of Mission in matters related to the execution of the Mission mandate and to assist her/him in carrying out her/his functions;
- To summarise information and prepare briefing materials for the Head of Mission in close coordination with the Special Assistant;
- To contribute to a smooth information flow within, from and to the Office of the Head of Mission;
- To accompany the Head of Mission to external meetings, as appropriate, and provide readouts of these meetings;
- To attend internal and external meetings, where appropriate, on behalf of the Head of Mission in order to obtain information for onward transmission within the Mission;
- To assist the Head of Mission in clearing Mission reports;
- To act in representation of the Head of Mission liaising with external counterparts as delegated;
- To undertake any other related tasks as requested by the Head of Mission.

#### **Qualifications and Experience:**

##### **Essential**

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

##### **OR**

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

#### **Specification of experience**

- At least five years of experience in the advisory function at the Senior Management level.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Working knowledge of any of the local languages;
- Ability to perform under stress and in difficult circumstances;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Experience of liaising with rule of law institutions.

<b>Position Name:</b> Operational Officer to the Deputy Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20012 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jan 2016
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Deputy Head of Mission Secretariat	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Operational Officer reports to Deputy Head of Mission.

### Main Tasks and Responsibilities:

- To assist the Deputy Head of Mission in operationalizing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To assist the Deputy Head of Mission in ensuring coordination with all actors at the operational level, both internal, local, national and international;
- To maintain contacts with the different operational units in the Mission to contribute to a smooth flow of information;
- To assist the Deputy Head of Mission Office in the organisation and coordination of meetings chaired by the Deputy Head of Mission;
- To assist the Deputy Head of Mission in her activities in the north of Kosovo;
- To draft documents where appropriate on behalf of the Deputy Head of Mission;
- To assist the Deputy Head of Mission in operational planning tasks;
- To support the Deputy Head of Mission Office in the processing of Mission-internal administrative documents;
- To accompany the Deputy Head of Mission to meetings and events, making necessary preparations, as necessary, and to draft minutes and readouts;
- To undertake any other tasks as requested by the Deputy Head of Mission.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Law, Public Administration, Business Administration or any other related field where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least ten years of relevant and proven full-time professional experience;

#### OR

- Successful completion of a full course in Police/Military Academy and at least ten years of relevant and proven full-time professional experience.

### Specification of Experience

- At least five years of experience serving within a police unit involving pro-active policing operations;
- Very good interpersonal and communication skills in English, both written and oral;
- To be in possession of a driving license of Category C;
- Authorized to carry and to be issued a personal weapon.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and to be available to work long hours, as required;
- To be prepared to live part-time in the north;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo and international policing;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous international policing experience and/or military background.



<b>Position Name:</b> Chief Internal Investigations Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20016 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jan 2016
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Internal Investigations Unit	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Chief of Internal Investigations Unit reports to the Deputy Head of Mission.

### Main Tasks and Responsibilities:

- To direct and supervise the work of Internal Investigations Unit;
- To be responsible for the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct and Discipline;
- To report disciplinary cases with recommendations to the Deputy Head of Mission;
- To be responsible for the production of reports relating to disciplinary issues, including statistical analysis and assessments;
- To pro-actively review disciplinary regulations and propose amendments accordingly;
- To undertake any other related tasks as requested by the Deputy Head of Mission.

### Qualifications and Experience:

#### Essential

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

#### OR

- Equivalent Police/Military Academy education and at least ten years of relevant and proven full/time professional experience.

### Specification of experience

- At least five years of managerial experience.

### Advantageous

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

<b>Position Name:</b> Internal Investigations Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20017 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Internal Investigations Unit	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Internal Investigations Officer reports to the Chief of Internal Investigations Unit.

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

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

### **Qualifications and Experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Law Enforcement or Public Administration, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least six years of relevant and proven full-time professional experience;

#### OR

- Equivalent Police/Military education and at least six years of relevant and proven full-time professional experience.

### **Specification of Experience**

- At least five years of experience in similar position.

#### **Advantageous**

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

<b>Position Name:</b> Joint Operations Room Shift Leader	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20036 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ EULEX Joint Operation Room	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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/organizations
- 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 ensure that the JOR executes—under the guidance of the Air Operations Manager—all helicopter operations, including the necessary liaison with the relevant KFOR and Pristina International Airport points of contact;
- To undertake any other duties as requested by Head of Joint Operations Room.

### Qualifications and Experience:

#### Essential

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

#### OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least eight years of relevant and proven full-time professional experience;

#### OR

- Equivalent Police Academy education and, at least eight years of relevant and proven full-time police experience.

**Specification of Experience**

- Senior Law Enforcement Officer;
- At least three years of management experience and at least one 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.

**Advantageous**

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

<b>Position Name:</b> JOR Police Operator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20038 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Nov 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ EULEX Joint Operations Room	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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 organizations 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 be responsible – under the guidance of the Air Operations Manager – to execute all helicopter operations, including the necessary liaison with the relevant KFOR and Pristina International Airport points of contact;
- To assist Joint Operation Officers/SSD as required;
- To undertake any other duties as requested by the JOR Shift Leader.

### Qualifications and Experience:

#### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police training with a minimum of five years of relevant and proven full-time operational police experience.

#### Specification of Experience

- Analytical, organisational, planning, and time-management skills;
- At least one 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.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in handling EU classified information;
- 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 knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

<b>Position Name:</b> Deputy Head of Human Rights and Legal Office	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20056 Confirmed vacancies: 0 Pending vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jan 2016
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Human Rights and Legal Office	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To support the Head of Office in directing and supervising 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's mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To deputize for the Head of the Office in his/her absence;
- To support the Head of Office, in particular by acting as the primary focal point for all human rights matters relating to the Mission;
- To provide expertise and advice on all legal matters related to the Mission's mandate, in particular on human rights matters;
- To support the Head of Office in providing 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 contribute with 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;
- To liaise with other stakeholders in the areas of human rights and legal affairs inside and outside of the Mission;
- To support the Head of Office in facilitating the work of the Human Rights Review Panel (HRRP) for EULEX KOSOVO and to be delegated, where necessary, to deal on all HRRP related issues;
- To undertake any other related tasks as required by the Head of Human Rights and Legal Office.

### Qualifications and Experience:

#### Essential

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

#### Specification of Experience

- Managerial track record;
- Strong human rights background, particularly within the European Union system or in systems in transition;
- Experience in justice reform in post conflict countries;
- Excellent interpersonal and communications skills.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience in reviewing, drafting and negotiating agreements and other legal instruments;
- Membership or qualification to a Bar Association or other equivalent organization/self-governing body within the EU or within contributing third States to be able to act as a lawyer in court proceedings within the said State;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Knowledge and experience in criminal law, international law and administration of justice;
- Experience in drafting legislation.



<b>Position Name:</b> Deputy Head of Executive Division (Head of Executive Police)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20110 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/Office of the Deputy Head of Executive Division (Head of Executive Police)	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

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

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

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

#### **Qualifications and Experience:**

##### **Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least twelve years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least thirteen years of relevant and proven full-time professional experience;

OR

- Equivalent Police/Military Academy education and at least thirteen years of relevant and proven full-time professional experience.

**Specification of Experience**

- Senior Law Enforcement Officer;
- At least ten years of proven and extensive police experience at upper management;
- Strong managerial track record;
- Sound knowledge of criminal investigations and special police operations;
- Good understanding of border related issues, including integrated border management and some understanding of customs related issues.

**Advantageous**

- 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.

<b>Position Name:</b> Special Assistant to Deputy Head of Executive Division (Police)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20113 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Executive Division/Office of the Deputy Head of Executive Division (Head of Executive Police)	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least five years of relevant and proven full-time professional experience;

#### OR

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least six years of relevant and proven full-time professional experience;

#### OR

- Equivalent Police/Military/Customs education and at least six years of relevant and proven full-time professional experience;

### **Specification of Experience**

- Senior Law Enforcement Officer;
- At least five years in a related position within Police and desirably with upper/middle management level experience;
- Experience in different fields of policing.

### **Advantageous**

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

<b>Position Name:</b> Informant Handler	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20121 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/Executive Criminal Investigations Department/EU Office for Criminal Intelligence	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **Reporting Line:**

The Informant Handler 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 identify, recruit and manage informants (Covert Human Intelligence Source) who can provide information relating to serious and organised crime;
- To liaise with other Units within the Mission and agencies in order to gather information;
- To liaise with other Mission Units, other law enforcement agencies and police agencies, and other organisations;
- To liaise with international law enforcement authorities outside Kosovo;
- To ensure that the identity of the informants remains protected while providing the law enforcement authorities with evidential information required;
- To ensure that the applicable laws of Kosovo/EULEX KOSOVO, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant;
- To develop and manage cover stories for the protection of the informant;
- To undertake any other related tasks as requested by the Head of EUOCI.

### **Qualifications and Experience:**

#### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by the police training or training in a similar/relevant field, with a minimum of eight years of relevant and proven full-time professional police experience or experience in a similar/relevant field.

#### **Specification of Experience**

- Extensive and progressive professional experience in intelligence and criminal investigation fields;
- Extensive experience in the field of informant handling;

**Advantageous**

- Good understanding of the political, cultural, historical and security situation of the Balkans region, in particular Kosovo and neighbouring countries;
- 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;
- Authorized to carry and issued a personal weapon;
- Knowledge of Albanian language;
- Experience in criminal intelligence.

<b>Position Name:</b> Special Liaison Intelligence Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20122 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jan 2016
<b>Component/Department/Unit:</b> Executive Division/Executive Criminal Investigations Department/EU Office for Criminal Intelligence	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Special Liaison Intelligence Officer 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 be responsible for intelligence collection, protection analysis and dissemination of intelligence received from a variety of sensitive sources;
- To undertake liaison with the military, the law enforcement and other external parties to ensure intelligence capabilities are maximized in support of the EUOCI objectives;
- To ensure that material generated is handled in accordance with existing procedures and guidelines;
- To brief both internal and external agencies as required;
- To develop and update procedures for the SLU in order to maximize intelligence opportunities for the Unit;
- To provide advice in joint operations with other parties;
- To undertake any other related tasks as requested by the Head of EUOCI.

### Qualifications and Experience:

#### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by the police training/military training, with a minimum of five years of relevant and proven full-time police/military experience.

#### Specification of Experience

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

#### Advantageous

- Good understanding of the political historical and security situation of the Balkans, in particular Kosovo;
- Military background and familiarity with military structures and terminology;
- 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 in criminal intelligence.

<b>Position Name:</b> EU Office for Criminal Intelligence Desk Officer/Office Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20125 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in Nov 2015, 1 in Jan 2016
<b>Component/Department/Unit:</b> Executive Division/Executive Criminal Investigations Department/EU Office for Criminal Intelligence	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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.

### Qualifications and Experience:

#### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by the police training, with a minimum of five years of relevant and proven full-time police experience or equivalent professional experience.

#### Specification of Experience

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

#### Advantageous

- 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.

<b>Position Name:</b> Regional Criminal Intelligence Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20128 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Executive Division/Office of the Deputy Head of Executive Division (Head of Executive Police)	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **Reporting Line:**

The Regional Criminal Intelligence Officer reports to the Regional Criminal Intelligence Team Leader.

### **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 establish effective liaison structure with all relevant Mission units to ensure timely exchange of information/intelligence;
- To collect information in the field that supports on-going investigations;
- To prepare and submit accurate written intelligence reports;
- To develop case specific intelligence in conjunction with the analysts;
- To develop and maintain information contacts with stakeholders in the Mission area;
- 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 Regional Criminal Intelligence Team Leader.

### **Qualifications and Experience:**

#### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by the police training, with a minimum of five years of relevant and proven full-time police experience or equivalent professional experience.

#### **Specification of Experience**

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

#### **Advantageous**

- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- Extensive experience in collection of 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;
- Knowledge of Albanian and/or Serbian language;

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience in criminal intelligence.

<b>Position Name:</b> Operations Officer of International Police Cooperation Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20131 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Nov 2015
<b>Component/Department/Unit:</b> Executive Division/Executive Criminal Investigations Department/ International Police Cooperation Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Operations Officer of the International Police Cooperation Unit reports to Chief of International Police Cooperation Unit.

### 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, ensuring relations with Interpol and Europol;
- To maintain cooperation and communication with the competent services of Interpol, Europol and ILECU (Kosovo Police International Police Cooperation Unit);
- To cooperate with Kosovo Police (KP) offices and judicial authorities regarding vehicle crime matters;
- To provide relevant support for the operational requirements of the Head of Executive Criminal Investigations Department (ECID), and of other Units of ECID;
- To maintain the database associated with requests to and from the Criminal Investigations Department (ECID), Kosovo Police (KP) offices and Interpol, Europol, ILECU and third countries;
- To manage everyday routine operation and services of the Interpol NCB and future Europol “national contact point”;
- 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 International Police Cooperation Unit.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Law, Political or Social Sciences, Public Administration or other related university studies, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least five years of relevant and proven full-time professional experience in International Police Cooperation;

#### OR

- Successful completion of a full course of university studies attested by a degree in Law, Political or Social Sciences, Public Administration or other related university studies, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least six Years of relevant and proven full-time professional experience in International Police Cooperation;

OR

- Equivalent Police/Military education and at least six years of relevant and proven fulltime professional experience.

**Specification of Experience**

- Senior Law Enforcement Officer;
- At least five years of working experience with Interpol, Europol, SIRENE, Bi-lateral cooperation and with mutual assistance;
- Background in Organised Crime investigations and experience of the intelligence function, International policing experience; international cooperation agreements;
- Working knowledge of cooperating with other entities (FRONTEX, SELEC centres, ILECU project, Embassies, etc.);
- Proficient with access into the I-24/7 Interpol database and SIENA system;
- Very good interpersonal and communication skills, both written and oral.

**Advantageous**

- 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;
- Authorized to carry and issued a personal weapon;
- Knowledge of Albanian and/or Serbian language;
- Readiness to work in Pristina or Mitrovica;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position Name:</b> Serious Crime Investigation Officer (Organized Crime Investigation Unit)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20137 Confirmed Vacancies: 5 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 2 in Sep 2015 1 in Oct 2015 2 in Nov 2015
<b>Component/Department/Unit:</b> Executive Division/Executive Criminal Investigations Department/ Organised Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Serious Crime Investigation Officer will report to the Chief of Organized 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.

### Qualifications and Experience:

#### Essential

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

#### OR

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

#### OR

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

**Specification of Experience**

- At least five years of relevant and proven full time professional experience on serious, criminal investigations;
- Knowledge in intelligence handling and covert measures;
- Authorized to carry and issued a personal weapon.

**Advantageous**

- 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;
- 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Experience in investigating organised crime;
- Serbian or Albanian language skills;
- Driving licence of Category C.

<b>Position Name:</b> Serious Crime Investigation Officer (War Crime Investigation Unit)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20138 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jan 2016
<b>Component/Department/Unit:</b> Executive Division/Executive Criminal Investigations Department/ War Crime Investigation Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Serious Crime Investigation Officer will report to the Chief of War Crime Investigation Unit (WCIU).

### 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 undertake any other related tasks as requested by the chief of WCIU.

### Qualifications and Experience:

#### Essential

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

#### OR

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

#### OR

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

### Specification of Experience

- At least five years of relevant and proven full time professional experience on serious, criminal investigations;
- Knowledge in intelligence handling and covert measures;



- Authorized to carry and issued a personal weapon.

#### **Advantageous**

- 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;
- 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Experience in investigating war crimes;
- Serbian or Albanian language skills;
- Driving licence of Category C.

<b>Position Name:</b> Chief of Staff (Special Police Department)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20141 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Executive Division/Special Police Department	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Chief of Staff (Special Police Department) reports to Head of Special Police Department.

### Main Tasks and Responsibilities:

- To operationalize within his/her field of responsibility the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To support the Head of Special Police Department (SPD) in managing, prioritizing and directing the work of the Department to ensure they deliver on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM, including through translating guidance provided into appropriate orders;
- To ensure the preparation of solutions to operational and logistical problems, which will subsequently be presented to the Head of SPD for approval;
- 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 required by the Head of Special Police Department.

### Qualifications and Experience:

#### Essential:

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least seven years of proven full-time professional experience relevant to the tasks of the Special Police Department;

#### OR

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least eight years of proven full-time professional experience relevant to the tasks of the Special Police Department;

#### OR

- Equivalent Police/Military Academy education and at least eight years of relevant and proven full-time professional experience.

### Specification of Experience

- At least seven years of progressive professional experience relevant to the tasks of the Special Police Department;
- At least five years of experience at middle management level;
- Senior Law Enforcement Officer;
- Authorized to carry and issued a personal weapon;
- Certified project management capacity.

**Advantageous**

- 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Excellent negotiation and problem-solving skills;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Proactive approach and ability to lead efficiently a diverse organizational component;
- Knowledge/Experience on Integrated Border Management (IBM) issues.

<b>Position Name:</b> Planning, Operations and Training Officer – Training, (SPD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20145 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Executive Division/Special Police Department / Planning Operations and Training Cell	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Planning Operations and Training Officer reports to Chief of Planning Operations and Training Cell.

### Main Tasks and Responsibilities:

- To identify and solve training problems under the guidelines of the Head of Special Police Department (SPD);
- To collect and prepare training programs under the supervision of the Chief of Planning Operation and Training Cell (POTC);
- To prepare briefings about training;
- To prepare, chair and take part in briefings about trainings with other (units/departments/components/organizations);
- To support execution and coordination of the daily work of POTC under the supervision of the Chief of Planning Operations and training Cell;
- To coordinate and execute the daily work of POTC, if needed in shift routine, under the direction of the Chief Planning Operations and Training Cell;
- To plan and execute the duties of the Planning Operations and Training Cell before, during and after special operations;
- To conduct and execute both long term and urgent planning of all POTC activities;
- To assist the SPD management in managing the SPD Units;
- To prepare briefings about operations;
- To keep all the ordinary publications listed in a provided load-register, taking also care of a permanent or temporary allocation of above-mentioned publication to requesting offices;
- To undertake any other related tasks as required by the Chief of Planning Operations and Training Cell.

### Qualifications and Experience:

#### Essential

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

#### OR

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

OR

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

**Specification of Experience**

- At least five years of progressive professional experience in police service;
- Experienced in duration and preparing of police training/exercises/rehearsals;
- Driving license of Category C.

**Advantageous**

- 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;
- Previous experience related to specialized units daily tasks and special operations;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Albanian and/or Serbian language.
- Authorized to carry and issued a personal weapon.

<b>Position Name:</b> Supplementary Police Unit Team Leader (SPU)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20151 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Executive Division/Special Police Department/Supplementary Police Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To direct and supervise the operations of the Team;
- To command the Team in the field;
- To prepare, organise and carry out special tasks with regard to safety and security and liaise with all relevant parties as required;
- To plan duty rosters for the operations and coordinate training and leave plans of SUP Officers as appropriate;
- To monitor behaviour and compliance of SUP Officers with relevant guidelines, laws and regulations;
- To initiate, prepare, organise and carry out training programmes for the Team in cooperation with the SPD training officer;
- To undertake any other related task as requested by the Head of Supplementary Police Unit (SPU).

### Qualifications and Experience:

#### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five years of relevant and proven full-time operational police experience.

#### Specification of Experience

- At least five years of relevant and proven full time police experience;
- Trained in public order policing techniques with command experience desirable;
- Possession of good technical skills in staff management, reporting tasks and communication;
- International policing experience desirable;
- Authorized to carry and issued a personal weapon;
- Staff member is expected to live in the north.

#### Advantageous

- 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;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- International experience, particularly in crisis areas with international organisations and in an international court.

<b>Position Name:</b> SWAT Operator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20154 Confirmed Vacancies: 8 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 3 in Sep 2015 3 in Oct 2015 2 in Jan 2016
<b>Component/Department/Unit:</b> Executive Division/Special Police Department/Intervention Group/ SWAT Team	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> 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.

### Qualifications and Experience:

#### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five years of relevant and proven full-time police experience.

#### Specification of Experience

- At least five years of experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit;
- Strong experience on high risk arrests;
- Authorized to carry and issued a personal weapon.



**Advantageous**

- 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 multi-national and international organisations;
- Driving license of Category C;
- Very good interpersonal and communication skills, both written and oral;
- Knowledge of Albanian and/or Serbian language;
- Operational experience as a Marksman **or**
- Operational experience as a Breacher Specialist **or**
- Operational experience as a Medic **or**
- Operational experience as Officer for technical support.

<b>Position Name:</b> Border Police Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20162 Confirmed Vacancies: 3 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in Oct 2015 2 in Dec 2015
<b>Component/Department/Unit:</b> Executive Division/Special Police Department/Border/Boundary Unit North/Gates1/31/Mobile Capacity	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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.

### Qualifications and Experience:

#### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five years of relevant and proven full-time police experience as a Border Police officer.

#### Specification of Experience

- At least five 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;
- Authorized to carry and issued a personal weapon;
- Driving licence of Category C;
- Staff member is expected to live in the north.

#### Advantageous

- 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.

<b>Position Name:</b> Deputy Chief Advisory Unit on Border Matters	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20191 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Nov 2015
<b>Component/Department/Unit:</b> Strengthening Division/Advisory Unit on Border Matters	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Deputy Head of Advisory Unit on Border Matters reports to the Head of the Advisory Unit on Border Matters (AUBM).

### Main Tasks and Responsibilities:

- To command, manage and coordinate the Advisory Unit on Border Matters, in the absence of the Head of Advisory Unit on Border Matters;
- To act as direct counterpart and main day-to-day advisor to the Heads of Kosovo Police and Customs Authorities and recommend correction/intervention as appropriate;
- To operationalize the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To manage, prioritize and direct the work of organisational units within the Advisory Unit on Border Matters to ensure they deliver on the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To ensure full implementation of activities derived from the IBM Technical Protocol and IBM Action Plan;
- 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 coordinate the overall operational activities of the Mobile Monitors of Advisory Unit on Border Matters;
- To guide the Unit's work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA);
- To this end, to drive proactively the implementation of the Mission's MIP in his/her department 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, etc.;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-division/department/units cooperation in the key areas of his/her authority;
- To manage the efficient use of the mobile team in assessing compliance of local institutions with advice given on the strategic level;
- To identify training needs and provide training to staff members on MMA border issues;
- To undertake any other related tasks as requested by the Head of the Advisory Unit on Border Matters.

## **Qualifications and Experience:**

### **Essential**

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

#### OR

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

#### OR

- Successful completion of a full course in Police Academy with duration of three years or more and, at least eight years of relevant and proven full-time police experience.

### **Specification of Experience**

- Professional experience with border, customs or immigration issues, including experience in a senior management position within a European Union Police or Customs Administration;
- A proven track record in relevant areas of Police or Customs including operational experience in Border Management and Monitoring, as well as law enforcement.

### **Advantageous**

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

<b>Position Name:</b> Border Police Advisor to the Directorate for Migration and Foreigners	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20199 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Nov 2015
<b>Component/Department/Unit:</b> Strengthening Division/Advisory Unit on Border Matters	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Advisor to the Directorate for Migration and Foreigners reports to the Head of the Advisory Unit on Border 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);
- To assist the Head of KBP Directorate for Migration and Foreigners in the implementation of Kosovo Visa Regime and procedures to issue Visas at BCPs;
- To monitor KBP in the implementation of Laws and Strategies relating to migration in line with applicable Laws and EU standards;
- To guide and advise KP Officers in charge of the evaluation of immigration requests (application for permission to enter and stay in Kosovo);
- To assist in evaluating requests from third countries on repatriation of people from Kosovo;
- To monitor and advise on deportation procedures of Kosovo citizens;
- To monitor and advise on the observance of human rights standards of INADS;
- For exceptional reasons and for a limited period of time, to support to support the operations at the Crossing Points if needed;
- 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 required by the Head or the Deputy Head of Advisory Unit on Border Matters.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law, Business Administration or other related university studies, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least nine years of relevant and proven full-time professional experience;
- OR
- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law, Business Administration or other related university studies, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least ten years of relevant and proven full-time professional experience;

**OR**

- Equivalent Police education and at least ten years of relevant and proven full-time professional experience.

**Specification of Experience**

- Minimum of five years of relevant and proven full-time Immigration experience;
- Experience in international law enforcement operations in the area of Border policing;
- Very good interpersonal and communication skills, both written and oral.

**Advantageous**

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

<b>Position Name:</b> Border Police Mobile Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20201 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Nov 2015
<b>Component/Department/Unit:</b> Advisory Unit on Border Matters	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed.	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Border Police Monitor reports to the Deputy Head of Advisory Unit on Border 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) with regard to border police work in a mobile team throughout Kosovo and on irregular working hour basis according to operational needs, in particular in relation to assessing compliance of local institutions with advice given on the strategic level;
- To MMA Kosovo Border Police on principles and agreements in relation to Integrated Border Management (IBM), including the active role within the local IBM Agreement between Belgrade and Pristina (e.g. participation in meetings);
- To conduct specific thematic inspections and performance assessment tasks on border crossing points 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 collect and collate "on the spot" performance statistics that relate to Kosovo's border system, as part of the Mission's benchmarking processes covering all of Kosovo, in particular in the observance of border police legislation and in terms of managerial skills assessments;
- In case of non-compliance, to report to without delay to the Deputy Head of AUBM including recommendations on how to address the situation;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To support the operations at the Crossing Points if needed;
- To undertake any other tasks requested by the Head and Deputy of AUBM.

### Qualifications and Experience:

#### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, with a minimum of ten years of relevant and proven full-time professional experience;
- OR
- Equivalent Police education and at least ten years of relevant and proven full-time professional experience.

**Specification of Experience**

- Minimum of five years of relevant and proven full-time border police;
- Readiness to travel.

**Advantageous**

- 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;
- 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;
- Driving Licence or Category C;
- EU Civilian Crisis Management Course or CSDP Mission experience.



<b>Position Name:</b> Advisor to Deputy Director General Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20220 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Strengthening Division/Police Strengthening Department/Kosovo Police Main HQ	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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.

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related field, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least ten years of relevant and proven full-time police experience;

#### OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related field, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least eleven years of relevant and proven full-time police experience;

#### OR

- Equivalent Police/Military Academy education and at least eleven years of relevant and proven full-time professional police experience.

### **Specification of Experience**

- Senior Law Enforcement Officer;
- At least eight 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.

### **Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

<b>Position Name:</b> Mobile Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20223 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Police Strengthening Department/ Kosovo Police Main HQ	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed.	<b>Open to Contributing Third States:</b> 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 operationalize – 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, organizational 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.

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related field, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least five years of relevant and proven full-time police experience in a similar position;

#### OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related field, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least six years of relevant and proven full-time police experience in a similar position;

#### OR

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

### **Specification of Experience**

- Ability to perform under stress and in difficult circumstances.

### **Advantageous**

- 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;
- Authorized 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.

<b>Position Name:</b> Regional Advisor to Head of Regional Traffic Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20231 Confirmed vacancies: 1 Pending vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Oct 2015
<b>Component/Department/Unit:</b> Strengthening Division/Police Strengthening Department/ KP North Regional Directorate	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> YES

### **Reporting Line:**

The Regional Advisor to the Head of Regional Traffic Unit reports to the Chief Regional Advisor.

### **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 support the Chief Regional Advisor in the delivery of the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the Kosovo Police (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 then 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.

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least ten years of relevant and proven full-time police experience;

#### OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least eleven years of relevant and proven full-time police experience;

#### OR

- Equivalent Police/Military Academy education and at least eleven years of relevant and proven full-time professional police experience.

### **Specification of Experience:**

- Proven experience at a regional command level or equivalent within a policing organization;
- Senior Law Enforcement Officer;
- At least six years of extensive operational police experience within Traffic Policing;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Ability to perform under stress and in difficult circumstances;
- Staff member is expected to live in the north;

### **Advantageous**

- Previous International policing experience;
- 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;
- Knowledge of Serbian and/or Albanian language;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.

<b>Position Name:</b> Regional Advisor to Head of Regional Investigation Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20232 Confirmed vacancies: 1 Pending vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sept 2015
<b>Component/Department/Unit:</b> Strengthening Division/Police Strengthening Department/ KP North Regional Directorate	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> YES

### **Reporting Line:**

The Regional Advisor to Head of Regional Investigation Unit 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 operationalize – 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.

### **Qualifications and Experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least ten years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least eleven years of relevant and proven full-time police experience;

OR

- Equivalent Police/Military Academy education and at least eleven years of relevant and proven full-time professional police experience.

**Specification of Experience**

- Proven experience at a regional command level or equivalent within a policing organization;
- At least six years of extensive operational police experience within the required field of specialisation;
- Senior Law Enforcement Officer;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Ability to perform under stress and in difficult circumstances;
- Staff member is expected to live in the north;

**Advantageous**

- Previous International policing experience;
- Experience in managing complex and serious investigations as a Senior Investigating Officer;
- 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;
- Knowledge of Serbian and/or Albanian language;
- Completion of Hostile Environment Awareness Training (HEAT/HES) or equivalent.



<b>Position Name:</b> Station Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20233 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Strengthening Division/Police Strengthening Department/KP North Regional Directorate	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed.	<b>Open to Contributing Third States:</b> 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.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course in Police/Military Academy with duration of three (3) years or more and, at least six (6) years of relevant and proven full-time police experience.

#### Specification of Experience

- At least six (6) years of extensive operational police experience within the required field of specialisation;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Staff member is expected to live in the north.

#### Advantageous:

- Previous International policing experience;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Serbian and/or Albanian language;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.

<b>Position Name:</b> Intensive Care Unit Nurse	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20256 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Mission Support Department/ Medical Unit	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Intensive Care Unit Nurse reports to the Chief of Medical Unit.

### Main Tasks and Responsibilities:

- To work in the intensive care unit, emergency room, the nursing facility, the out-patient clinic and the mobile medical services;
- To respond to emergency calls and assist doctors in providing adequate care and performing respective duties in the treatment of the patient;
- To perform medical briefing for incoming staff;
- To perform ECG, and other medical exam such as blood tests, glucose, and urine test as required;
- To prepare patient for different intervention and escort patient to other medical facilities as required;
- To perform nursing care and generally all activities related to his/her professional capacity;
- To accord patients fair and equal treatment regardless of ethnic background;
- To maintain patient records and exercises absolute confidentiality;
- To assist in providing health education and addressing work environment and occupational health issues;
- To design and implement outreach programs for EULEX KOSOVO personnel;
- To contribute actively to planning and organizing preventive and promoting medical fairs;
- To contribute actively to the In-service education for nurses;
- To maintain the pharmacy database/statistics, ensure its integrity and advise on stock status;
- To be responsible for the medical supplies and availability of sufficient equipment in the intensive care unit;
- To perform shift duties including nights, week-ends and on-calls as required;
- To undertake any other related tasks as requested by the Chief of Medical Unit.

### Qualifications and Experience:

#### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, be a Qualified Registered Nurse with accredited Nursing Diploma Programme (preferably EU recognised), with a minimum of three years of relevant and proven full-time professional experience.

#### Specification of Experience

- Formal training and at least three years of current experience in intensive care nursing;
- Sufficient Emergency Medical Skills.

**Advantageous**

- Experience in perioperative care;
- Advanced Emergency Medical Skills (ALS certificate) and PHTLS (Pre-Hospital Trauma Life Support) certificate recognized in the EU;
- Teaching experience and certificate as trainer (e.g. ALS);
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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.

<b>Position Name:</b> Chief Human Resources Training and Development Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20273 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2015
<b>Component/Department/Unit:</b> Mission Support Department/Human Resources Office/Human Resources Training and Development Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Chief Human Resources Training and Development Unit reports to the Head of Human Resources Office.

### Main Tasks and Responsibilities:

- To direct and supervise the work of the Human Resources Training and Development Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for proposing to the Head of Human Resources Office the setting up and implementation of relevant Mission internal strategies, policies and procedures fully in line and in support of the Mission's overall strategies and operational needs;
- To ensure the development and implementation of an effective induction training for all staff joining the Mission;
- To assess training needs throughout the Mission at all levels in coordination with Mission management and line managers and develop new training and staff development programmes or modify existing programmes;
- To plan and organise training and other staff development activities;
- To evaluate the effectiveness of training and staff development programmes and improve them;
- To develop and organise training manuals, multimedia visual aids, and other educational materials;
- To enhance and manage the staff performance management process centred around Performance Evaluation Reports with the aim of improving organisational performance;
- To develop and implement a staff succession system including tools such as handover notes, advice on specific training to newcomers and coaching;
- To chair the Recreational Advisory Board and contribute to employee welfare and engagement;
- To undertake any other related tasks as requested by the Head of Human Resources Office.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Human Resources, Business Administration, Industrial/Organisational Psychology or other related university studies, where the normal duration of university education in the country awarded is three years or more and, after having obtained the university degree at least seven years of relevant and proven full-time professional experience.

**Specification of Experience**

- At least seven years of professional experience in Human Resources, training and development and/or performance management;
- At least five years of management experience;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

<b>Position Name:</b> Close Protection Operator (SSD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20326 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in Oct 2015, 1 in Nov 2015
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Security and Safety Department/ Close Protection Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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 Mission staff at risk;
- To provide personal security advice to members of the organization;
- 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 organizations;
- 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).

### Qualifications and Experience:

#### Essential

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

#### OR

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

**Specification of Experience:**

- At least two 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);
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems;
- Driving license of Category C;
- Staff member might be expected to live in the north.

**Advantageous**

- 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Albanian and/or Serbian language.



<b>Position Name:</b> Member of Human Rights Review Panel	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20340 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jan 2016
<b>Component/Department/Unit:</b> Human Right Review Panel	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Member of the Human Rights Review Panel reports to CPCC.

### Main Tasks and Responsibilities:

- To be member of the Human Rights Review Panel for EULEX KOSOVO (hereinafter the 'HRRP') consisting of two international members and one EULEX KOSOVO judge;
- The panel member will participate in HRRP sessions in Kosovo at least four times a year for a session of no less than five working days or when and as long as required.
- Being fully independent in the exercise of all his/her functions, the incumbent will:
  - Review complaints filed with the HRRP as to whether EULEX KOSOVO has committed a human rights violation in the conduct of its executive mandate;
- As an HRRP member, recommend to the Head of Mission remedial actions as appropriate, in accordance with the EULEX KOSOVO accountability concept;
- To develop rules of procedure of the HRRP, including procedures to process claims in groups, as appropriate;
- To develop and ensure an expeditious procedure for the review of complaints;
- To maintain the authority and dignity of the HRRP;
- To decide matters of rules and procedure which may arise during the review of a complaint;
- To direct and supervise the staff of the HRRP Secretariat;
- To undertake any other related tasks as required by CPCC.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Law with a specialization in Human Rights, International Public Law or Administrative Law, where the normal duration of university education in the country awarded is four years or more and, after having obtained the university degree at least nine years of relevant and proven full-time professional experience.

#### Specification of Experience

- Extensive and progressive professional experience in above experience should include dealing with human rights issues;
- Experience working as a Judge, attorney or law professor;
- Substantial knowledge of international and regional human rights instruments and institutional mandates such as the Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Ability to interpret and apply legislative instruments based on sound legal judgment.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in working in the European Court of Human Rights, or other relevant international tribunal;
- 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.