

EUROPEAN EXTERNAL ACTION SERVICE



**Addendum 1 - Annex 1**

<p align="center"><b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 1-2021 Call for Contributions</b></p>						
<b>Organisation:</b>	<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)</b>					
<b>Job Location:</b>	<b>Western Balkans Region (Kosovo)</b>					
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post</b>	<b>Pending</b>	<b>Confirmed</b>	<b>Total Vacancies</b>	<b>Availability</b>
	<b><u>Secoded</u></b>					
	EK 40008	Senior Political Advisor	0	1	1	ASAP
	EK 40036	Executive Officer	0	1	1	ASAP
	EK 40040	Head of Operations Pillar	0	1	1	ASAP
	EK 40052	Special Liaison Intelligence Officer	1	0	1	ASAP
	EK 40053	Intelligence Analyst	0	1	1	ASAP
	EK 40055	Desk Officer / Office Manager	0	1	1	ASAP
	EK 40080	Head of Monitoring Pillar	0	1	1	ASAP

	EK 40091	Mobile Monitor (Justice)	0	2	2	ASAP
	EK 40094	Organised Crime Monitor	0	1	1	ASAP
	EK 40159	Close Protection Operator	1	0	1	ASAP
	EK 40170	Member of the Human Rights Review Panel	0	1	1	ASAP

	<b><u>Seconded/Contracted</u></b>					
<b>Job Titles/ Vacancy Notice:</b>	EK 40013	Verification Officer	1	0	1	15 June 2021
	EK 40120	International Nurse	0	1	1	ASAP
	EK 40161	Mission Security Officer	1	0	1	ASAP
	EK 40163	Security Information Analyst	1	0	1	ASAP
	EK 40164	Information Security Officer	1	0	1	ASAP
	EK 40200	Senior Customs & Integrated Border Management Adviser	0	1	1	ASAP
	EK 40201	Customs & Integrated Border Management Adviser	0	1	1	ASAP
	<b>Deadline for Applications:</b>	<b>29 April 2021, 17:00 hrs CET (Brussels time)</b>				

<b>Applications must be submitted to:</b>	<p><b><u>1 - For seconded candidates by EU Member States:</u></b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></p> <p><b><u>2 - For contracted candidates from EU Member States:</u></b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a></p> <p><b><u>3 - For seconded and contracted candidates from Contributing Third States:</u></b>  <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p>
<b>Information:</b>	<p>For questions from the National Authorities please contact the  Civilian Planning and Conduct Capability (CPCC)</p> <p><b>Ms. Ellen HARMSEN</b>  <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p>

\*EULEX KOSOVO is undergoing a strategic review, which has not been finalized at the time of publication of this CfC. Consequentially, it cannot be ruled out that it might be necessary to cancel recruitment to some of the posts now being advertised.

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

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

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

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

The 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.

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

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

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

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

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with "Fit to work clearance" procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the civilian CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

**Language Skills<sup>1</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.

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<sup>1</sup> Common European Framework of References for Languages

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

**Training** – MISSIONWISE<sup>2</sup> or equivalent.

**Education** – European Qualifications Framework (EQF)<sup>3</sup>.

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

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

## **B. Recommended Requirements**

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

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

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

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

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

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

**Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the

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<sup>2</sup> <https://webgate.ec.europa.eu/eeas/security-e-learning>

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

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. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

**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 Area of Operation in the Mission.

**Medical Certificate** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

#### **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 online Application Form accessible on the Goalkeeper-Registrar software module, 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 VTC, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing State will bear any related costs.

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

**Information on the Outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion. The indicative period of the interviews is during the month of May 2021.

### **E. Data Protection**

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

### **F. 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:</b> Senior Political Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40008 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Head of Mission, Head/ Deputy Head of Mission Secretariat	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Political Advisor reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the wider region and to provide analysis and advice to this regard to the HoM and senior Mission management, particularly in view of their possible impact on the Mission's mandate implementation;
- To ensure the HoM and senior Mission management are regularly updated on relevant political developments as appropriate;
- To liaise and develop relationships with relevant local political actors, parliamentarians, local authorities, civil society, EU and other international actors in loco;
- To contribute to the political aspects of press and public information activities, including with reference to the clearance of press releases and public statements;
- To prepare and contribute to briefings and notes for the HoM;
- To contribute to and review regular Mission reports and other reports as appropriate;
- To contribute at his/her level to regular liaison/coordination with the Civilian Planning and Conduct Capability (CPCC) as appropriate;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to the identification and development of lessons learned within his/her area of expertise;
- To undertake any other related tasks as requested by the HoM.

### 3. General Tasks and Responsibilities:

- To lead, direct and manage the work of the local Political Officer;
- To act as alternate Mission spokesperson as requested.
- To accompany HoM to meetings, and prepare records of the same;

### 4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. at Master's level. The qualification should be in the field of Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education



requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Excellent interpersonal and presentation skills, familiarity with diplomatic protocol;
- Excellent editing and report writing skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Excellent understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects.

**6. Desirable Qualifications and Experience:**

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

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Executive Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40036 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff, Chief of Staff Office, Inner Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Executive Officer reports to the Chief of Staff (CoS).

### 2. Main Tasks and Responsibilities:

- To serve as principal point of contact for the CoS, co-ordinating and following up, inter alia, with senior Mission staff, the Civilian Planning and Conduct Capability (CPCC), and external interlocutors as appropriate;
- To handle the follow-up to CoS tasking and co-ordinating incoming requests; upon receiving instructions from CoS, ensuring that timely and appropriate action is made, such as initiating meetings for CoS, compiling inputs and preparing draft responses;
- To ensure that advice and information provided for the CoS by Mission staff is coordinated with all relevant components of the Mission prior to its submission to the CoS;
- To assist in drafting plans, directives, letters, SOPs, orders and instructions to be approved and/or issued by the Head of Mission;
- To review reports, letters and other documents prepared for signature by CoS ensuring quality and accuracy in substance;
- To provide organisational and administrative assistance and advice to the CoS for the smooth running of the immediate office;
- To maintain contact with local authorities, governmental organisations, non-governmental organisations and other interlocutors as directed by the CoS;
- To attend internal meetings on behalf of the CoS;
- To accompany the CoS to meetings and to take minutes;
- To undertake any other related tasks as requested by the CoS.

### 3. General Tasks and Responsibilities:

- To prepare draft reports, after action reviews and other documents for the CoS in consultation, as appropriate, with other relevant organisational units;
- To coordinate and direct the work of the Office of the CoS Pool of Interpreters/Translators;
- To act as best practice and lessons learned officer for the Mission;
- To review Mission reporting.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the

European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in the field of Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Excellent organisational, analytical, communication and interpersonal skills;
- Ability to brief complex plans comprehensively, accurately and coherently;
- Professional fluency in the English language, both oral and written with strong briefing and drafting skills;
- Demonstrated gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Flexible, proactive and stress-resistant;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision;

<b>Position:</b> Head of Operations Pillar	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40040 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Pillar	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Operations Pillar reports to the Deputy Head of Mission.

### 2. Main Tasks and Responsibilities:

- To implement the Mission's operational activities in accordance with the Mission's OPLAN and HoM's guidance, through Line Managers responsible for the respective Lines of Operations, and to ensure their operational coherence in support of the Mission's mandate;
- To lead, direct and manage the work and staff of the Operations Pillar (OP);
- To supervise, manage and coordinate all structures of the OP, ensuring they implement their tasks in accordance with the mandate;
- To contribute to the development of the Mission overarching policy and relevant Mission implementation strategy within his/her area of competence;
- To ensure that the CoS and the MHQ Staff are periodically updated on Mission operational requirements and mandate implementation progress notably as regards resource needs;
- To ensure through weekly meetings and written instructions that the Mission operational elements are kept periodically updated of the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security Officer respectively;
- To oversee OP input to the development and progressive updating of the Mission Implementation Plan (MIP) by supporting the identification of Mission operational requirements, specific to the areas falling under OP responsibility, as the situation evolves as well as the design of Mission operational activities in support of tasks and objectives;
- To ensure timely internal reporting and to contribute to the Mission's external reporting against benchmarking, also assessing the consistency and sustainability of OP activities across time, and to provide recommendations for the improvement of OP performance;
- To ensure close cooperation with local authorities and other relevant stakeholders at the required levels;
- To cooperate with the Project Cell on any funds required for the execution of Mission activities falling within his/her area of competence;
- To seek proactively advice from the Mission legal, gender, and human rights for the benefit of effective execution of the OP duties in line with related overarching EU policies and standards;
- To work in close cooperation with the Monitoring Pillar;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;

- To ensure that his/her supervised personnel contribute to identify and report lessons and best practices within their respective fields of responsibility;
- To contribute to the induction and in-mission training of Mission personnel;
- To contribute proactively to a positive and harassment free working environment conducive and in line with the Standards of Behaviour;
- To ensure that OP staff members are periodically updated on Mission's mandate implementation progress;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### **3. General Tasks and Responsibilities:**

- To advise and support the Deputy Head of Mission in management matters related to policing and other OP areas of responsibility;
- To ensure compliance with Mission management instructions within OP and to issue clear instructions at operational level to OP staff, ensuring through the Heads of Units that operational resources are used in the best possible way to reach the Mission goals;
- To ensure coordination with the Head of the Monitoring Pillar at operational level;
- To liaise, as necessary, with Kosovo Police and other law enforcement officials as to the coordination of EULEX KOSOVO activities in the area of policing;
- To ensure coordination with KFOR and other national/international organizations at operational policing level.

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the following fields of expertise: Social Sciences, Business Administration, Management, Law or Public Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at upper management level;
- Senior Law Enforcement Officer;
- Strong managerial track record, particularly in managing rule of law processes and staff.

### **5. Essential Knowledge, Skills and Abilities:**

- Sound knowledge of criminal investigations and special police operations;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Leadership skills.

### **6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

**7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position:</b> Special Liaison Intelligence Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40052 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Pillar, Criminal Intelligence and Cooperation Unit, Office of the Head of Criminal Intelligence and Cooperation Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Special Liaison Intelligence Officer reports to the Head of Criminal Intelligence and Cooperation Unit.

### 2. 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);
- 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 Office of the Head of Criminal Intelligence and Cooperation Unit (CICU) 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 Chief of Office of the Head of CICU.

### 3. General Tasks and Responsibilities:

*N/A*

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented by Police or Military training;
- A minimum of 5 years of relevant professional police/military experience, after having fulfilled the education requirements;
- Extensive and progressive professional experience in intelligence issues and/or complex data.

### 5. Essential Knowledge, Skills and Abilities:

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

**6. Desirable Qualifications and Experience:**

- Military background and familiarity with military structures and terminology;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal intelligence.

**7. Desirable Knowledge, Skills and Abilities:**

*N/A*



<b>Position:</b> Intelligence Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40053 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Operations Pillar, Criminal Intelligence and Cooperation Unit, Analytical and Technical Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Intelligence Analyst reports to the Head of Criminal Intelligence and Cooperation Unit.

### 2. 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);
- To conduct telephone and financial data analysis as necessary;
- To maintain an overview of individual operations and give provide input for on-going intelligence collection through the development of intelligence collection plans and the tasking of intelligence officers;
- To present results of analysis in the most appropriate format giving recommendations for action – in particular through the production of target packages for dissemination to operational law enforcement teams;
- To assist in the development of best practices for the handling and use of intelligence both within the office and with stakeholders;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Head of Criminal Intelligence and Cooperation Unit.

### 3. General Tasks and Responsibilities:

- To collate, analyse and develop intelligence from a variety of sources relating to Persons of Interest in line with the Mission Mandate;
- To produce as necessary, strategic assessments intended to give an overview of Persons of Interest in line with the Mission Mandate.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the following fields of expertise: Law Intelligence, Criminology, Social Sciences, Mathematics or other related university studies OR an equivalent and attested police or/and military education;

- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements;
- Extensive and progressive professional experience in intelligence issues and/or complex data.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Working knowledge of i2 products (iBase and analyst notebook);
- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal intelligence.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Albanian and/or Serbian language;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Desk Officer/ Office Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40055 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Pillar, Criminal Intelligence and Cooperation Unit, Analytical & Technical Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Desk Officer/ Office Manager reports to the Head of Criminal Intelligence and Cooperation Unit (CICU).

### 2. 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);
- To act as the focal point for receiving, developing and disseminating information/intelligence in accordance with the Criminal Intelligence and Cooperation Unit (CICU) 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 CICU policy;
- To act as the Office Manager with direct responsibility for the daily operations of the CICU 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 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 Team Leader International Police Cooperation Unit.

### 3. General Tasks and Responsibilities:

*N/A*

### 4. Essential Qualifications and Experience:

- Level of secondary education attested by a diploma complemented by police training;
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Extensive and progressive professional experience in intelligence issues and/or complex data.

### 5. Essential Knowledge, Skills and Abilities:

- Excellent interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

**6. Desirable Qualifications and Experience:**

- 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;
- Experience with EUROPOL information exchange mechanisms;
- Experience in criminal intelligence.

**7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position:</b> Head of Monitoring Pillar	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. number:</b> EK 40080 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Monitoring Pillar reports to the Deputy Head of Mission.

### 2. Main Tasks and Responsibilities:

- To implement the Mission operational activities as set out in the OPLAN and relevant planning documents, through Line Managers responsibility for the respective Lines of Operations, and to ensure their operational coherence and consistency in pursuit of the Mission mandate;
- To lead, direct and manage the work and staff of the Monitoring Pillar (MP);
- To oversee the MP's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Pillar;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To oversee the Pillar's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the Operations Pillar;
- To ensure that Operational Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff members working in the Pillar identify and report lessons and best practices within their respective fields of responsibility;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Pillar's activities;
- To ensure that Mission staff members working under the Head of Monitoring' responsibility are periodically updated on Mission's mandate implementation progress;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To ensure that advice is provided to the respective institutions as part of the robust monitoring;
- To undertake any other related tasks as requested by the Deputy Head of Mission.

### 3. General Tasks and Responsibilities:

- To manage the Units and functions to ensure delivery of monitoring tasks in support of the Kosovo Correctional Service and the judicial authorities in the follow-up of civil and criminal cases and trials;
- To ensure the Case Monitoring Unit focus on cases prone to political interference, those of a sensitive inter-ethnic nature or with human rights concerns that EULEX KOSOVO has

handed over or that have in any other way been identified as most important for the Kosovo system or to ensure the legacy of EULEX KOSOVO;

- To ensure that monitors involved in trial monitoring have no conflict of interest that could compromise monitoring, such as practicing in a court that will be monitored, ensuring pre-existing relationships with legal actors or court personnel are also addressed;
- To manage the teams supporting the EU-facilitated Dialogue between Belgrade and Pristina, as necessary, until this expertise can be transferred to another EU entity.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the following fields of expertise: Political Science, International Relations, Law, Social Sciences, Business Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum of 5 years at management level;
- Experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes including a proven ability to establish/review priorities;

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Leadership skills/

#### **6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL;
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Mobile Monitor (Justice)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40091 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Case Monitoring Unit	<b>Security Clearance Level:</b> No (only access up to EU RESTRICTED required)	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Mobile Monitor (Justice) reports to the Chief of the Case Monitoring Unit.

### 2. Main Tasks and Responsibilities:

- To monitor the Kosovo criminal and civil justice system through direct observation of criminal and civil proceedings, analysing court records, and liaising with court staff, judges, prosecutors and lawyers;
- To monitor selected cases processed by the justice system in accordance with a plan elaborated by the Mission;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To report on monitoring activities and assess the performance of the justice system against domestic law and international human rights standards;
- In coordination with the Thematic Lead Monitors, to conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to identify and 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, minority groups, human rights and gender issues, etc.;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission.

### 3. General Tasks and Responsibilities:

- To act as the Mission focal point for Rule of Law/Justice matters;
- To liaise and advise, upon request, on the promotion of RoL/Justice aspects among Kosovo authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in the host State;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To liaise with other international actors as required;
- To ensure timely reporting and information flow on RoL/justice issues;
- To contribute to identify and report on lessons and best practices within the field of RoL/justice;

- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system;
- To perform any other task as requested by the Chief of Monitoring Unit.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements out of which;
- A minimum of 3 years of relevant professional experience in justice and/or trial monitoring;
- Experience in legal research and analysis;
- Experience in case work/processing and complaint handling.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to respect the principles of judicial independence and objectivity, as well as the monitoring principles of non-intervention, impartiality, confidentiality and professionalism;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to perform under stress and in difficult circumstances;
- Mediation, team-working and interpersonal skills;
- Report writing skills;
- Sound knowledge of RoL/justice aspects, in particular in a post-conflict environment;
- Ability to acquire, analyse and manage information from a variety of sources;
- Knowledge of the specificities of the material and procedural criminal law and/or civil law in Kosovo.

#### **6. Desirable Qualifications and Experience:**

- Legal experience in transitional justice processes in the Balkans in the following thematic areas: property, privatization, crimes under international law, gender based violence, hate crimes, etc.); Experience in justice reform either domestically or internationally.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Albanian and/or Serbian language.



<b>Position:</b> Organised Crime Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40094 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Case Monitoring Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Organised Crime Monitor reports to the Chief of the Case Monitoring Unit.

### 2. Main tasks and responsibilities:

- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to organised crime cases, to track the progress towards Mission objectives and provide accurate and timely information to guide management decisions;
- To focus the monitoring on strategic, tactical and operational level of organised crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
  - EULEX KOSOVO risk assessment when handing over the cases to Kosovo authorities;
  - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society;
  - gravity and seriousness of the alleged crime;
  - high profile of the suspect/s;
  - possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/ system handed over by EULEX KOSOVO;
- To monitor the implementation of the National Organised Crime Strategy;
- To monitor the cooperation between prosecution and police;
- To conduct specific thematic performance and efficiency assessment tasks to identify and analyse potential areas of structural weaknesses or shortcomings of local counterpart;
- To liaise with host state relevant security sector actors and international actors as required;
- To monitor the regional cooperation;
- To communicate and coordinate frequently with other monitoring elements and the Thematic Advisors in the Case Monitoring Unit;
- To suggest targeted actions/trainings to support local counterparts' progress.

### 3. General Tasks and Responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;

- To monitor, analyse and report on requested issues pertaining to the situation in the Area of Responsibility (AoR), in line with the various components of the Mission mandate;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To report on the findings both in qualitative and quantitative terms and to include analysis, comments and suggestions in the reporting;
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To offer peer-to-peer advice to local counterparts;
- To undertake other related tasks as requested by the Chief of Case Monitoring Unit.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education; The qualification should be in the field of Law Enforcement, Law, Police Science or other related university studies; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements out of which;
- A minimum of 5 years of professional experience in serious and complex criminal investigations.

#### **5. Essential Knowledge, Skills and Abilities:**

- Knowledge of serious and organised crime investigations and the supervising of such investigations;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code, and Criminal Code;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to perform under stress and in difficult circumstances;
- Full computer literacy of basic programs (word processing, spreadsheet and emails); good knowledge of relevant IT archiving systems and procedures;
- Mediation and interpersonal skills;
- Report writing skills.

#### **6. Desirable Qualifications and Experience:**

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in organised crime investigations and/or monitoring of such investigations;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations;

- Strong research and analytical skills.

**7. Desirable Knowledge, Skills and Abilities:**

- Albanian and/or Serbian language skills;
- Substantial knowledge of the functioning of Kosovo Police and Kosovo Prosecutorial System.

<b>Position:</b> Close Protection Operator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40159 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Security and Safety Department, Mission Security/ Close Protection Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To be responsible for execution of Close Protection (C/P) operations;
- To provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training;
- To carry out daily administration and operational planning for daily C/P activities;
- To provide comprehensive procedural documents with respect to C/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under Close Protection Unit control;
- To assist in coordination of VIP visits with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise as necessary 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 participate in Security and Safety Department threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Chief of Close Protection Unit.

### 3. General Tasks and Responsibilities:

- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX KOSOVO Mission staff at risk;
- Staff member might be expected to live in the north;
- Authorised to carry and issued a personal weapon.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented by Police or Military training;
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements;

- A minimum of 2 years of experience in close protection;
- Driving license of category C;
- Trained and certified in close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving).

**5. Essential Knowledge, Skills and Abilities:**

- 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;
- Ability to perform under stress and in difficult circumstances;
- Ability to operate a variety of communication systems.

**6. Desirable Qualifications and Experience:**

- Trained and certified as a shooting instructor
- Operational experience as a Medic

**7. Desirable Knowledge, Skills and Abilities:**

*N/A*

<b>Position:</b> Member of the Human Rights Review Panel	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40170 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Human Right Review Panel	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Member of the Human Rights Review Panel (HRRP) reports to the Civilian Planning and Conduct Capability (CPCC).

### 2. Main Tasks and Responsibilities:

- Being fully independent in the exercise of all his/her functions, the incumbent will:
  - Review complaints filed with the HRRP with regards to alleged human rights violation by EULEX KOSOVO in the conduct of its executive mandate;
- To be a member of the Human Rights Review Panel (HRRP) for EULEX KOSOVO consisting of a total of three international members;
- As member of the HRRP, submit findings to the Head of Mission, including recommendations for remedial actions, if appropriate, in accordance with the EULEX KOSOVO accountability concept;
- To be available to participate in HRRP sessions in Kosovo at least four times a year, each session lasting no less than five working days or when and as long as required;
- To direct and supervise the staff of the HRRP Secretariat.

### 3. General Tasks and Responsibilities:

- 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 undertake any other related tasks as required by CPCC.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law with a specialization in Human Rights, International Public Law or Administrative Law; AND
- A minimum of 9 years of relevant professional experience, after having fulfilled the educational requirements;

- Extensive and progressively responsible professional experience in the field of human rights law;
- Experience working as a judge, attorney or law professor.

**5. Essential Knowledge, Skills and Abilities:**

- Substantial knowledge of international and regional human rights instruments and mechanisms 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.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in working at the European Court of Human Rights, or other relevant international tribunals and human rights bodies.

**7. Desirable Knowledge, Skills and Abilities:**

- 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:</b> Verification Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> EK 40013 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15 June 2021
<b>Pillar/Department/Unit:</b> Head of Mission Office, Financial Control Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Verification Officer reports to the Head of Mission.

### 2. Main Tasks and Responsibilities:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To define and implement, with the aim of informing Mission Members from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To undertake any other related tasks as requested by line management.

### 3. General Tasks and Responsibilities:

*N/A*

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree; The qualification must be in at least one of the following fields of expertise: Law, Audit, Economics, Finance, Accounting or Banking and Insurance; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems;
- Ability to pay close attention to details so that work produced is reliable and accurate.

### 6. Desirable Qualifications and Experience:

- Verification Officer course/training or other related courses/training;
- Knowledge of “COSO” Internal Control Standards;



- Experience in auditing;
- Experience in strategic management and/or public administration.

**7. Desirable Knowledge, Skills and Abilities:**

- Good knowledge in strategic management and/or public administration.

<b>Position:</b> International Nurse	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Assistant level
<b>Ref. Number:</b> EK 40120 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b>
<b>Pillar/Department/Unit:</b> Mission Support Department, Medical Unit	<b>Security Clearance Level:</b> No (only access up to EU RESTRICTED required)	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The International Nurse reports to the Chief of Medical Unit.

### 2. Main Tasks and Responsibilities:

- To work in the Out-patient Clinic, In-patient Clinic, the Emergency Room and the nursing facility, as well as to work as member of Ambulance Emergency 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 ECG, injections, vaccinations, point-of-care laboratory tests and related duties;
- To perform nursing care and generally all activities related to her/his professional capacity;
- To prepare patients for interventions and escort patients to other medical facilities as required;
- To stay on call as required and to perform shift duties including nights and week-ends;
- To share responsibility for consultation rooms, and keep equipment functional and ready for use; To maintain patient records and to exercise confidentiality;
- To perform medical briefing for incoming staff;
- To perform nursing care and generally all activities related to her/his professional capacity;
- To accord patients fair and equal treatment regardless of ethnic background;
- To address work environment, occupational health, preventive medicine, and hospital hygiene issues as well as to organize/promote medical activities/campaigns;
- To actively contribute to the in-service education for nurses and provision of health education;
- To keep the pharmacy database and ensure its integrity/stock status;
- To be responsible for the medical supplies and availability of sufficient equipment;
- To keep the clinic & pharmacy statistic;
- To undertake any other related tasks as requested by the Chief of Medical Unit.

### 3. General Tasks and Responsibilities:

*N/A*

### 4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma, be a qualified Registered Nurse with accredited Nursing Diploma Programme (EU recognised);
- A minimum of 5 years of professional experience, after having fulfilled the education requirements;

- At least 5 years of experience in the application of nursing skills in General Practice, Emergency Medicine and/or Perioperative/Intermediate/Intensive Care.

**5. Essential Knowledge, Skills and Abilities:**

- Relevant experience in Emergency Medical Services ;
- Advanced Emergency Medical Skills (ALS - Advanced Life Support ALS certificate and PHTLS - Pre-Hospital Trauma Life Support certificates recognized in the EU);
- Relevant knowledge and current hands-on experience in relevant clinical nursing.

**6. Desirable Qualifications and Experience:**

- Experience in emergency medicine including pre-hospital work and ambulance and/or helicopter transportations.
- Teaching experience and certified trainer by internationally recognized professional organizations (e.g. ALS, BLS, PHTLS);
- International experience, particularly in crisis areas with multi-national and international organisations;

**7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> EK 40161 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Security and Safety Department, Mission Security/Close Protection Unit, Mission Security Officer Team	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Team Leader (Mission Security Officer).

### 3. General Tasks and Responsibilities:

- To implement the EULEX KOSOVO security plan;
- Staff member might be expected to live in the north.

### 4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma, complemented by specialised training OR equivalent and attested police or/and military OR education at a civilian security organisation;
- A minimum of 4 years of relevant professional experience, out of which 1 year experience of Field Security in ensuring protection of organisational programs, personnel, assets, information and reputation, after having fulfilled the education requirements;

- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving licence of Category C.

**5. Essential Knowledge, Skills and Abilities:**

- Analytical skills;
- Demonstrated ability and experience to contribute creatively to the development of security strategies and procedures;
- Organisational, planning, and time-management skills.

**6. Desirable Qualifications and Experience:**

- Previous work experience in the region;
- Successful completion of the EU Mission Security Officers Certification Course or equivalent;
- Passive understanding of Serbian language.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the Mission area and potential threats.

<b>Position:</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 40163 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Safety Department, Security Information and Analysis Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To manage and supervise local staff under the authority of the Chief of Security Information Analysis Unit (CoSIAU);
- 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 CoSIAU 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 CoSIAU;
- To undertake any other related tasks as requested by the CoSIAU.

### 3. General Tasks and Responsibilities:

*N/A*

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the

European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; The qualification should be in the field of Security or Emergency Management OR equivalent and attested police or/and military education or Civilian Security Organisation;

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements OR at least 5 years of experience in security information analysis in a police or military environment;
- Proven information analysis, staff and leadership experience required;
- Previous Mission experience with an international security organisation;
- Experience in delivering Power Point presentations to large audiences in English language.

#### **5. Essential Knowledge, Skills and Abilities:**

- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Excellent analytical skills;
- Excellent presentational skills;
- Excellent interpersonal and communication skills, both written and oral.

#### **6. Desirable Qualifications and Experience:**

- 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;
- 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;
- Successful completion of the EU Mission Security Officer Certification Course.

#### **7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position:</b> Information Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management level
<b>Ref. Number:</b> EK 40164 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b>
<b>Component/Department/Unit:</b> Security and Safety Department, Security Information and Analysis Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Information Security Officer reports to the the Senior Mission Security Officer via the Chief Security Information Analysis Unit.

### 2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer (SMSO) in developing and ensuring the application of relevant Standard Operating Procedures for secure information handling and communication issues – particularly for Mission classified information systems;
- To provide input and assessment of existing and future IT infrastructure and application architecture from a security perspective;
- To act as Mission focal point for information security compromise or suspicion of compromise;
- To liaise with the SMSO, the Chief of Communication and Information Systems Unit and with the EEAS Security Office for information security issues and especially in case of incident;
- To assists the SMSO in his functions as Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks which may include:
  - Ensuring registration of accountable security items;
  - Ensuring protection of accountable security items;
  - Ensuring secure transfer of accountable security items;
  - Liaising with the GSC Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise.
- To verify periodically the security posture of IT systems;
- To report to the SMSO for IT security incidents and assesses any change to the IT systems from a security perspective;
- To develop awareness with regard to IT security for the Mission staff;
- To assist Human Resources Office in defining the security clearance level required according to job descriptions and EEAS guidance;
- To advice Registry & Archives Unit on best practices in management and proper handling of EU Classified Information (EUCI);
- To undertake other related tasks as requested by the SMSO or the Chief of Information Analysis Unit.



### **3. General Tasks and Responsibilities:**

*N/A*

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years, attested by a diploma OR a qualification at the level in the National Qualification Framework which is equivalent to level 6 in the European Qualification Framework OR a qualification of the first cycle of the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested Police or/and Military education. The qualification should be in a subject field related to Information Management/Security, Information Systems Engineering/Security; AND
- At least 6 years of relevant and proven full-time professional experience, after having obtained the relevant degree/qualification;
- Experience in design of IT Technical Architecture;
- Experience with network security auditing tools and procedures.

### **5. Essential Knowledge, Skills and Abilities:**

- Proven ability to provide technical leadership for IT security;
- Extensive practical knowledge of current developments in information technology, networks and systems including standards, protocols, architectures and legislation and their relationship to matters of security;
- Creative planning and problem solving skills in the management of complex projects, time management and team skills with a focus on quality service in a limited resource environment;
- Professional capability to conceptualize, develop and review services, guidelines and policies.

### **6. Desirable Qualifications and Experience**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving licence of Category C;
- Successful completion of the EU Mission Security Officer Certification Course.

### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Senior Customs & Integrated Border Management (IBM) Advisor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 40200 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Dialogue Support Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Customs & Integrated Border Management (IBM) Senior Advisor reports to the Head of Monitoring Pillar.

### 2. Main tasks and responsibilities:

- To monitor, mentor and advise the Kosovo Customs (KC) Director General and Border Police (KBP) Director and their respective management teams on the strategic and operational management of borders;
- To guide and assist the National IBM Coordinator, KC Director General, KPB Director and Kosovo Food and Veterinary Agency (F&VA) Director in meeting the requirements of the new Kosovo National IBM Strategy and Action Plans – 2018 to 2023;
- To advise the relevant interlocutors on the management and development of customs & border control regimes, introducing working methods aimed at maximising the efficiency of customs and border security checks, whilst ensuring movement of persons and effective trade facilitation;
- To advise and assist KC Director General and KPB Director in improving the capability of their respective border control officers to detect all forms of border crimes, including: smuggling offences, human trafficking, irregular migration, and customs frauds etc;
- To assist in the further development and enhanced implementation of effective risk analysis, selectivity, profiling and targeting systems, at all BCPs/CCPs; the application of the ‘One-Stop’ controls; coordinated/joint border patrols; effective exchange of information; and cross-border cooperation/operations;
- To assist Kosovo Customs Director General and KBP Director with the ‘Dialogue Technical Protocol for Implementation of the IBM Agreed Conclusions’ for six Kosovo/Serbia Co-located Crossing Points;
- To advise and assist with the further development of the National Centre for Border Management (NCBM), allowing for the ‘real-time’ sharing of relevant information;
- To contribute to the implementation of memorandums of understanding, agreements/protocols related to the exchange of information between border agencies, both national and international;
- To guide and assist the Ministers of Internal Affairs and Finance decision-making process from the IBM Border Control/Risk Management perspective;

- To guide and assist in developing border agencies liaison with border control counterparts in other neighbouring border/boundary agencies services in relation to IBM;
- To liaise with representatives of other relevant international agencies, including KFOR, on all customs border control and border security related issues;
- To support the operations at the BCPs and CCPs if needed;

### **3. General Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP), by advising and mentoring(MMA) local counterparts on the strategic and operational level with regard to integrated border management;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions in the area of border security, anti-smuggling and risk assessment through the improvement in 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. and propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To undertake any other tasks required by the Head of Monitoring Pillar.

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested customs education; The qualification should be in the field of Social Sciences, Law, Business Administration or other related university studies; AND
- A minimum of 10 years of relevant professional experience in Customs, after having fulfilled the education requirements, out of which at least 5 years working within IBM.
- Experience in implementing the concept of IBM, with a comprehensive knowledge of IBM strategies and operational tasks, particularly within the Western Balkan context;
- Practical experience with border controls, inter-agency/international cooperation and exchange of information at national and international level.

### **5. Essential Knowledge, Skills and Abilities:**

- Extensive knowledge and proven experience in the field of Border Management from a Customs perspective;

- Sound theoretical and practical knowledge of border control procedures at international BCPs and the green border from the aspect of Customs and Border Security operations;
- Sound knowledge of relevant acquis communautaire provisions, EU legislation, and best practices, in terms of management of external borders, as implemented by Customs (knowledge of relevant Chapters of EU Customs Blueprints and EU Guidelines) and Border Police (Schengen Catalogue);

**6. Desirable Qualifications and Experience:**

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

**7. Desirable Knowledge, Skills and Abilities:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Excellent interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Customs & Integrated Border Management (IBM) Advisor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management level
<b>Ref. Number:</b> EK 40201 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Dialogue Support Unit	<b>Security Clearance Level:</b> No (only access up to EU RESTRICTED required)	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Customs & Integrated Border Management (IBM) Advisor reports to the Customs & Integrated Border Management (IBM) Senior Advisor.

### 2. Main tasks and responsibilities:

- To work as a Customs & Borders Advisor travelling within the area of operations;
- To support the Customs & Integrated Border Management Senior Advisor at the operational and strategic level in the normalization process between Belgrade and Pristina regarding all inter party Border Authority liaison, with particular focus on the implementation of the IBM Technical Protocol (IBM- TP), including Common Crossing Points (CCPs) and the Administrative Boundary Line (ABL);
- To engage with and support all Border Authorities (Border Police (Police), Customs and Veterinary / Phytosanitary Inspectorates) in the process of normalization between Belgrade and Pristina, with particular focus on the implementation of the IBM-TP, including CCPs and ABL;
- To engage in and facilitate all local, regional and central level meetings between the Belgrade and Pristina Parties in relation to the IBM- TP;
- To support the development the Kosovo Customs (KC) and Kosovo Border Police (KBP) management team in relation to their processes and procedures, by providing mentoring, monitoring and advise (MMA) to KC & KBP at the strategic level;
- To monitor, mentor and advise the relevant KC and KBP Directorates on the strategic and operational management of borders, including border security and KC and KBP control on persons, vehicles and goods entering or exiting Kosovo;
- To provide policy advice and technical expertise from a multi-disciplinary perspective on a variety of customs and border police related practices and management issues, particularly matters related to the management of the Border Crossing Points (BCP) / CCPs, ABL and cross border inter agency co-operation;
- To review when appropriate the documented policies in KC and KBP, looking closely at the code of ethics for both agencies providing a Strategic Risk Assessment ;

- To MMA KBP & KC on principles and agreements between Belgrade and Pristina (e.g. participation in meetings);
- To conduct specific thematic inspections and performance assessments at Kosovo BCPs and Customs Terminals in support of the Mission's efforts to address areas of structural weaknesses within KC & KBP; including in the areas of potential political interference, corruption, human rights, gender mainstreaming and accountability;
- To assess the achievements of KC and KBP in meeting the benchmarks set in the Visa Liberalisation Roadmap and providing assistance in such activities when needed;
- To assist KC and KBP with the implementation of the agreements reached through the Dialogue between Belgrade and Pristina;
- To support all Kosovo Border Authorities with the implementation of the National IBM Strategy and Action Plan (2018-2023) ;
- To advise and assist with the further development of the National Centre for Border Management (NCBM), allowing for the 'real-time' sharing of relevant information;
- To liaise with other stakeholders providing technical and policy advice on border security and customs issues;
- To establish and maintain contacts with other organisations monitoring and compiling an overview of their border-related activities and identifying possible partners;
- To advise and assist KC & KBP Directorates in improving the capability of border control officers to detect all forms of border crimes, including: smuggling offences, human trafficking, irregular migration, customs frauds etc.

### **3. General Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To undertake any other related task as requested by the Senior Customs & Integrated Border Management (IBM) Advisor.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; OR equivalent and attested customs/border police education; The qualification should be in the field of Social Sciences, Law, Business Administration or other related university studies; AND
- A minimum of 5 years of relevant professional experience in Customs and/or Border Police matters, after having fulfilled the education requirements, out of which at least 3 years of experience at management level;
- Proven experience as facilitator in cross border meetings related to international Border/Boundary agreements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- Extensive knowledge of – Integrated Border Management (IBM), border management protocols and customs procedures;
- Very good mediation and interpersonal skills.

#### **6. Desirable Qualifications and Experience:**

- Experience in project management.
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- Driving license of category C.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Language skills Serbian and/or Albanian.