

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1 - Requirements and Job Descriptions\***

<p align="center"><b>European Union Rule of Law Mission in Kosovo (EULEX Kosovo) 1-2023 Call for Contributions</b></p>						
<b>Organisation:</b>	European Union Rule of Law Mission in Kosovo (EULEX Kosovo)					
<b>Job Location:</b>	Western Balkans Region (Kosovo)					
<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>Seconded (13 posts)</u></b>					
	EK 50035	Head of Planning Reporting and Evaluation Section	0	1	1	01/06/2023
	EK 50039	Reporting Officer	1	0	1	01/10/2023
	EK 50101	Deputy Head of Operations Support Pillar	0	1	1	16/06/2023
	EK 50104	Operational Coordinator	0	1	1	14/05/2023
	EK 50125	IT Administrator	0	1	1	04/08/2023
	EK 50127	Operations Officer of the International Police Cooperation	0	1	1	20/05/2023
	EK 50200	Head of Monitoring Pillar	1	0	1	01/09/2023
	EK 50205	Chief of Correctional Unit/Advisor to the Head of Kosovo Correctional Service	0	1	1	17/06/2023
	EK 50216	Justice Monitor	0	1	1	ASAP
EK 50226	Thematic Lead Monitor-Corruption Offences	0	1	1	ASAP	

	EK 50410	Close Protection Officer	0	2	2	ASAP
	EK 50411	Mission Security Officer	0	1	1	04/08/2023

<b>Job Titles/ Vacancy Notice:</b>	<b><u>Seconded/Contracted (2 posts)</u></b>					
	EK 50114	Forensic Archaeologist	0	1	1	ASAP
	EK 50115	Forensic Analyst	0	1	1	ASAP
<b>Deadline for Applications:</b>	<b>Monday, 8 May 2023, 17:00 hrs CET (Brussels time)</b>					
<b>Applications must be submitted to:</b>	<p>a) <b>You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) <b>You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p>1) <b>You do not have the nationality of an EU Member State:</b> only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding <i>authority to send them your application form.</i></p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>					
<b>Information:</b>	<p style="text-align: center;">For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;"><b>Ms. Ellen HARMSEN</b>  <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p> <p style="text-align: center;">For questions from contracted candidates please contact the EULEX Human Resources Division</p> <p style="text-align: center;"><a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></p>					

**\*EULEX Kosovo is undergoing a strategic review, which has not been finalised at the time of the 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 will be considered. EU Member States/Contributing Third 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 may be required to 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 EU Member States/Contributing Third States propose candidates for the following international staff positions for EULEX Kosovo, according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

**Citizenship** – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

**Integrity** – Candidates must maintain the highest standards of personal integrity, impartiality, and self-discipline within the Mission. Selected candidates 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 outside working purpose. They shall carry out their duties and act in the interest of the Mission.

**Flexibility and Adaptability** – Candidates must be able to work in arduous conditions with a limited network of support, 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** – Candidates must be able to undertake any other 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.

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

## **II. REQUIREMENTS**

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

The following are essential requirements in respect of civilian international experts to the Missions all Job Description.

**1. Physical and Mental Health** – 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 and in its Area of Operations. 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 requirements.

To ensure duty of care in the civilian CSDP Mission, selected candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in their respective States of citizenship.

**2. Education and Training** – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are strongly advised to verify their compliance through the link: <https://europa.eu/europass/en/description-eight-eqf-levels>

**3. Knowledge** – Candidates should have good knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

#### **4. Skills and abilities**

**Language Skills** – Candidates must have the understanding, speaking and writing proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are strongly advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

**Communication and Interpersonal Skills** – Candidates must have excellent interpersonal and communication skills, both written and oral.

**Organisational Skills** – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

**Digital Skills** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are strongly advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>

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

*Deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.*

## **II.B Desirable Requirements**

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

**Knowledge and Experience of Rule of Law Promotion** – Candidates must be acquainted with Rule of Law promotion concepts and practices, especially in the Mission area, as applicable.

**Training and Experience** – Candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Some proficiency in local language(s), depending on the job tasks and responsibilities.

**Driving License** – Category C driving license.

## **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

**Passport** – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – EU Member States/Contributing Third States and selected candidates 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.

**Education diploma(s)/certificate(s) and/or professional certificate(s)** – Selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up their duties.

**Required Personnel Security Clearance (PSC)** – 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 European Union Classified Information (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** – 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 responsibilities in the Mission.

**Medical Certificate** – 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 into 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.

Before joining the Mission, selected contracted candidates are expected to submit a copy of the results of the required medical examinations to the Mission’s Medical Advisor. Selected seconded candidates may do the same or at least submit a fitness to work certificate issued through by their national authorities to the Mission’s Medical Advisor prior to their deployment. 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.

**Personal Protection Equipment** – It is recommended that national authorities provide selected candidates with protection equipment.

#### **IV. ADDITIONAL INFORMATION**

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace, and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when offering contributions at all levels.

**Application Form** – Applications from candidates with EU Member State citizenship will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module. Applications from candidates with Contributing Third State citizenship should apply using the dedicated Application Form returned in word format.

**Selection Process** – Candidates considered to be most suitable will be shortlisted and, if needed, tested and/or interviewed in Brussels, at the Headquarters of the Mission or by video conferencing before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for test and/or interviews, the contributing State will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

**Information on the Outcome** – EU Member States/Contributing Third States of seconded candidates will be informed about the outcome of the selection process after its completion. Contracted candidates will be informed about the outcome of the selection process if they have been invited for a selection interview.

**Training** – The selected candidates should complete Mission wise, SAFE and Code of Conduct e-modules, or equivalent courses, preferably prior to their deployment to the Mission. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learnings/>.

**Pre-Deployment Training** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

**Data Protection** – The EEAS, and its Directorate CPCC, processes personal data pursuant to Regulation (EU) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

**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).

## SECONDED

<b>Position:</b> Head of Planning, Reporting and Evaluation Section	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50035 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 01/06/2023
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff, Planning, Reporting and Evaluation Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### **1. Reporting Line:**

The Head of Planning, Reporting and Evaluation Section reports to the Chief of Staff. This position is also a member of the Core Responsiveness Capacity (CRC), see specific tasks related to this below.

### **2. Main Tasks and Responsibilities:**

- To lead, manage and coordinate the work and staff of the Unit, to produce the Mission operational planning, reporting and analysis requirements, including, the monthly, six-monthly and special reports;
- To compile, ensure consistency and update the Mission Implementation Plan (MIP) in coordination with Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the operational/coordination functions;
- To supervise and support the drafting and analysis of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow within the Mission to the Civilian Planning and Conduct Capability, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To undertake any other related tasks as requested by the Chief of Staff.

### **3.1 General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Chief of Staff.

### **3.2 Core Responsiveness Capacity Tasks and Responsibilities:**

- Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:
  - To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
  - To support larger up/down scaling of missions, or refocusing of mandates;
  - To participate in liquidation and closures of missions;
  - To act as a floater under the Exchange of staff policy;
  - To participate in the specific Core Responsiveness Capacity trainings and exercises;
  - To undertake any other tasks related to the Core Responsiveness Capacity as required.

### **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 any of the field of Social Science (e.g. Public Administration, Law, Political Science, Economics), Business Administration/Management or other related university studies; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level;
- A minimum of 1 year of operational planning/programme management experience, in a national or international context;
- Experience in monitoring and coordinating multiple stakeholder processes.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Excellent interpersonal and communication skills, both written and oral;
- Report compilation, drafting and analytical skills.

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

- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- International experience, particularly with multi-national and international organisations, preferably in a CSDP context;
- Experience in the area of knowledge management, organisational learning or policy development;
- Experience in liaison with police, the judiciary, prosecution and customs authorities.

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

- Substantial knowledge of the Stabilisation and Association Process, Instrument for Pre-Accession (IPA) Projects, and EU integration processes in Kosovo.
- Sound understanding of rule of law procedures and institutional building.

<b>Position:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50039 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 01/10/2023
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff/ Planning, Reporting and Evaluation Section	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Programme Manager reports to the Head of Planning and Reporting Office.

### 2. Main Tasks and Responsibilities

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Mission's area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings reports.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Planning, Reporting and Evaluation Section.

### 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 fields of Project Management, Public 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:

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

**6. Desirable Qualifications and Experience**

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

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

- Understanding of rule of law procedures.

<b>Position:</b> Deputy Head of Operations Support Pillar	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50101 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 16/06/2023
<b>Pillar/Department/Unit:</b> Operations Support Pillar	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To support the Head of the Operation Support Pillar (HoOSP) in the implementation of Mission operational components and activities, units and teams, ensuring tasks are carried out in accordance with the Mission mandate and Operational Plan (OPLAN)
- To deputise in absence of the HoOSP;
- To act as first line manager for Liaison and Coordination Officers of the Office;
- To contribute to the development of the Pillar's overarching policy and the Pillar's implementation strategy;
- To ensure Mission management are regularly updated on the Pillar's operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the OPS operational elements are updated regularly on the political and security situation in the Mission area, based on inputs from the Senior Political Advisor and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisors to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Pillar's operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close coordination with local counterparts and other relevant stakeholders;
- To ensure, at operational level, coordination with the Head of Monitoring Pillar;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To support, as necessary, the HoOSP in liaising with KFOR, Kosovo Police and other law enforcement agencies as to the coordination of EULEX Kosovo activities in the area of policing.
- To cooperate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To advise and support the Deputy Head of Mission, in continuous consultation with the HoOSP, on management matters related to policing and other OSP areas of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Operations Support 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. 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 5 years at coordination/management level;

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

- Sound knowledge of criminal investigations and special police operations;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Understanding of peace stabilisation mechanisms and conflict prevention.

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

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in strategic planning and reporting.

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

- Senior Law Enforcement Officer.
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Professional qualification and/or certificate in management/leadership; Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Operational Coordinator	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> EK 50104 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 14/05/2023
<b>Pillar/Department/Unit:</b> Operations Support Pillar, Office of the Head of OSP	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Operational Coordinator reports to the Head of Operations Support Pillar (HoOSP).

**2. Main Tasks and Responsibilities:**

- To support the HoOSP in establishing planning documents related to the operational competence of the Mission’s executive mandate;
- To support the HoOSP in the operationalisation of Mission’s executive mandate to be set out in planning documents;
- To support the HoOSP in the coordinating and monitoring planned tasks including the connected reporting responsibilities and the eventual revision of planned activities;
- To assist the HoOSP in managing operational coordination activities;
- To coordinate and plan daily duties and activities of relevant OSP units on behalf of HoOSP;
- To ensure effective correspondence and close cooperation between the HoOSP and internal and external stakeholders;
- To maintain and manage a registry of all relevant communication within the Operations Support Pillar and associated organisations;
- To act as a designated point of contact for specialised Units and functions as requested by HoOSP;
- To monitor the maintenance of information security through ensuring compliance with relevant protocols;
- To assist in the oversight of Operations Support Pillar’s day-to-day activities in compliance with relevant instructions and to highlight training needs where indicated;
- To contribute to the development of operational instructions, guidelines as well as to standard operation procedures.

**3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Operations Support Pillar.

**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 fields of Law Enforcement, Police Science or other related fields OR equivalent and attested police or/and military education; AND

- A minimum of 5 years of relevant professional experience in the field of planning and coordination of police operations, after having obtained the education requirements;
- Authorised to carry and issued a personal weapon.

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

- Proven ability in information analysis and comprehensive presentation of findings;
- Proven ability to process confidential and classified information;
- Experience with EU classified information;
- Experience to conduct risk and threat assessments;
- Proven ability to deliver and present in a structured way;
- Networking, negotiation and team working skills;
- Possession of high level of proactivity and resilience, experience in working under high pressure.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in specialised operational Police units, e.g. SWAT, Intervention Group or CRC Units;
- Experience in dealing with criminal intelligence matters.

<b>Position:</b> IT Administrator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50125 Confirmed Vacancies:1 Pending Vacancies:0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 04/08/2023
<b>Division/Department/Unit:</b> Operations Support 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 IT Administrator reports to the Head of Criminal Intelligence and Cooperation Unit.

**2. Main Tasks and Responsibilities:**

- To manage, maintain and be responsible for the internal Criminal Intelligence and Cooperation Unit (CICU) closed computer network and information system;
- To plan and implement new features and functionalities to meet CICU business needs;
- To perform regular back-ups of the CICU information system;
- To act as the point of contact for IT and communication issues between the CICU and the other Mission Units and KFOR;
- To maintain contact with Technical Services in the Mission Support Department for all IT related issues to the Unit;
- To provide advice and guidance to officers using IT systems in the CICU;
- To provide similar services as above to other units.

**3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of CICU.

**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 IT OR equivalent Police/Military Academy education;
- A minimum of 5 years of relevant professional experience in management of servers (including SQL), TCP/IP protocols, after having fulfilled the educational requirements.
- 

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

- Knowledge of and experience with Windows, Linux and virtualisation;
- Experience with database management systems, Active Directory, DNS;
- Knowledge of and experience with IT security systems and data protection;
- Familiarity with OSINT and programming processing information;
- Problem-solving skills and ability to troubleshoot technical issues;

- Excellent communication and interpersonal skills to liaise with suppliers, team members and external stakeholders;
- Ability to work independently and as part of a team.

**6. Desirable Qualifications and Experience:**

- Experience in area of International Police Cooperation (INTERPOL, EUROPOL);
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Working knowledge of i2 products (iBase and Analyst notebook);
- Knowledge of programming language e.g., Python, task automation and configuration management (PowerShell).

<b>Position:</b> Operations Officer of International Police Cooperation Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50127 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 20/05/2023
<b>Pillar/Department/Unit:</b> Operations Support Pillar, Criminal Intelligence and Cooperation Unit, International Police Cooperation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Operations Officer of the International Police Cooperation Unit reports to the Team Leader of International Police Cooperation Unit. Readiness to work in Pristina or Mitrovica.

### 2. Main Tasks and Responsibilities:

- To ensure the communication flow and timely information sharing of operational findings;
- To analyse and assess the development and progress of the Unit's performance against the Mission's mandate tasks and priorities set in the Mission's planning document and the Mission Implementation Plan(MIP);
- To conduct quantitative and qualitative analysis of inputs originating from the Unit's operational activities and state of play on mandate implementation;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the MIP;
- To maintain cooperation and communication with the competent services of INTERPOL, EUROPOL and Kosovo Police International Police Cooperation Unit (ILECU);
- To cooperate with Kosovo Police (KP) offices and judicial authorities regarding vehicle crime matters;
- To maintain the database associated with requests to and from the Criminal Intelligence and Cooperation Unit, KP offices and INTERPOL, EUROPOL, ILECU and third countries;
- To provide relevant support for the operational requirements of the Head of Criminal Intelligence and Cooperation Unit, and of other Units;
- To manage everyday routine operation and services of the INTERPOL NCB and the EUROPOL 'national contact point';

To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Team Leader of International Police Cooperation 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 in the field of Law, Political, Social Sciences, Public Administration or other related fields OR equivalent and attested police or/and military education;
- A minimum of 4 years of relevant professional experience in International Police Cooperation, including experience working with INTERPOL, EUROPOL, SIRENE, Bi-lateral cooperation and with mutual assistance, after having fulfilled the education requirements;
- Background in organised crime investigations and experience of the intelligence function, international policing experience, and international cooperation agreements.

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

- Ability to acquire, analyse and manage information from a variety of sources;
- Working knowledge of cooperating with other relevant international police cooperation entities (e.g., FRONTEX, SELEC centres, ILECU project, Embassies);
- Proficient with access into the I-24/7 INTERPOL database and SIENA system;
- Interpersonal and communication skills, both written and oral.

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

- Authorised to carry and issued a personal weapon.

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

- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Head of Monitoring Pillar	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> EK 50200 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 01/09/2023
<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 lead, manage and coordinate the work and staff of the Monitoring Pillar (MP) ensuring tasks are carried out in accordance with the Mission mandate and Operations Plan (OPLAN);
- To ensure and monitor the implementation of the MP units' activities in line with the Mission's mandate and as set out in relevant planning documents;
- To direct the regular update and necessary changes of the MP's activity planning;
- To ensure coherence and consistency of the MP's activities in pursuit of the Mission mandate, including overseeing the development and periodical review of the Pillar's working policies;
- To coordinate the units' contributions to the Mission's internal and external reporting against pre-set benchmarks;
- To identify, manage and report the potential risks arising from the specific MP's activities;
- To promote effective and efficient 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 and that advice is provided to the respective institutions as part of the Mission's robust monitoring;
- 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 important for the Kosovo system or to ensure the legacy of EULEX KOSOVO;
- To ensure that staff involved in trial monitoring have no conflict of interest that could compromise monitoring;
- To work in close cooperation with the Operations Support Pillar.
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Deputy Head of Mission.

#### **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, out of which a minimum of 5 year at coordination/management level, after having fulfilled the education requirements.

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

- Ability to exercise collaborative, sound and effective leadership.
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Understanding of peace stabilisation mechanism and conflict prevention.

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

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

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

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

<b>Position:</b> Chief of Correctional Unit / Advisor to the Head of Kosovo Correctional Services (KCS)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50205 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 17/06/2023
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Correctional Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Chief of Correctional Unit reports to the Head of Monitoring Pillar.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Monitoring Pillar;
- To direct and supervise all activities of the EULEX KOSOVO Correctional Unit;
- To monitor developments within the Kosovo penitentiary system;
- To advise senior management of the Kosovo Correctional Service (KCS) on strategic issues;
- To organise systematisation and distribution of the information to be collected by the staff of the Correctional Unit on the Kosovo penitentiary system;
- To inform and advise the Head of Monitoring Pillar on penitentiary issues.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant line of operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested 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. The qualification should be in the fields of Law, Criminology or other related university studies OR equivalent and attested Correctional service education; AND

- A minimum of 6 years of relevant professional experience, out of which a minimum of 2 years at a management level in the penitentiary field as a prison director, director in prison administration or comparable background, after having fulfilled the education requirements;

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to manage, mentor and coordinate a professionally diversified and multicultural team.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in penitentiary systems in transitional or post-conflict situations.

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

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

<b>Position:</b> Justice Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50216 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> No (only access up to EU RESTRICTED required)	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To monitor and analyse the Rule of Law situation in Kosovo, in particular the criminal and civil justice system through the 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 Kosovo justice system;
- To provide advice to the respective institutions as part of the robust monitoring;
- To liaise with and advise the Kosovo justice authorities and relevant security sector reform actors;
- To liaise and advise, upon request, on the promotion of Rule of Law and Justice aspects in Kosovo authorities and ensure that these aspects are incorporated in the Mission's Implementation Plan;
- To report on monitoring activities, including the performance assessment of the justice system against local law and international human rights standards;
- 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 in coordination with the CMU Thematic Lead Monitors;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption as well as matters related to minority groups, human rights and gender issues;
- To develop and organise training or workshop courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system in Kosovo.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any 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 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 5 years of relevant professional experience, after having fulfilled the education requirements out of which;
  - o A minimum of 3 years of relevant professional experience in justice and/or trial monitoring;
  - o Experience in legal research and analysis;
  - o 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;
- 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> Thematic Lead Monitor – Corruption Offences	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50226 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> No (only access up to EU RESTRICTED required)	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Thematic Lead Monitor – Corruption Offences reports to the Chief of the Case Monitoring Unit.

### 2. Main Tasks and Responsibilities:

- To act as focal point for all matters relating to the field of thematic expertise;
- To draft thematic related reports, legal advice and provide assistance in relation to matters in the field of expertise concerning the performance of Kosovo administration of justice, in line with Mission policies and operations and in close cooperation with other members of the Case Monitoring Unit;
- To establish professional working relationship with judges, prosecutors, Kosovo Judicial Council, Kosovo Prosecutorial Council, Kosovo Government, Kosovo Anti-Corruption Agency, NGOs, civil society, relevant local and international institutions and organizations dealing with corruption offences;
- To propose assistance, where necessary, to Kosovo administration of justice institutions for the proper implementation of international and Kosovo strategic documents in the area of anti-corruption;
- To coordinate monitoring and analyse selected cases related to corruption offences during both the investigation and the subsequent court proceedings and identify possible areas of improvement;
- To prepare submissions and internal communications in relation to the field of thematic expertise;
- To support the Chief of Case Monitoring Unit in translating the benchmarks and objectives of the OPLAN and Mission Implementation Plan (MIP) into their work, in particular in the field of thematic expertise;
- To conduct legal research and draft legal opinions, reports and other legal documents in the field of thematic expertise and related to issues including but not limited to the administration of justice, procedural violations and judicial integrity;
- To advise the Chief of Case Monitoring Unit and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise;
- To provide respective institutions advice, if necessary, as part of the robust monitoring;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as requested by the Chief of Case Monitoring Unit.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any 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 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 or other related university studies OR equivalent and attested police education; 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 the field of corruption or serious crime, preferably within the judiciary and/or law enforcement agencies;
  - Experience in legal research and analysis;
  - Experience in case work/processing and complaints handling.

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

- Knowledge of international and European legal framework in the field of anti-corruption;
- Knowledge of international and European human rights law, international and regional human rights instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, and EU policies, legislation, guidelines and best practices applicable in the anti-corruption, human rights, transitional justice and rule of law sector;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Legal drafting skills;
- Ability to perform under stress and in difficult circumstances;
- Mediation and interpersonal skills;
- Report writing skills.

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

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

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Close Protection Operator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50410 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Security and Duty of Care 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 Deputy Senior Mission Security Officer. Staff member might be expected to live in the north.

### 2. Main Tasks and Responsibilities:

- To be responsible for execution of Close Protection (C/P) operations;
- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX Kosovo Mission staff at risk;
- To carry out daily administration and operational planning for daily C/P activities;
- To assist in the development of Mission C/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To provide comprehensive procedural documents with respect to C/P activities;
- To contribute in identifying staff personal security training requirements and to assist in developing and delivering necessary training;
- To provide personal security advice to members of the organisation;
- 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 with civilian and military organisations for an assessment of current and possible future threats;
- To carry out threat assessments to ensure appropriate security measures are in place, in a timely and effective manner.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Deputy Senior Mission Security Officer.

### 4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by a diploma, complemented by Police or Military training OR equivalent and attested police and/or military education or an award of an equivalent rank;
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements out of which;
  - A minimum of 2 years of experience in close protection;
- Driving license of category C;
- Authorised to carry and issued a personal weapon.
- 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.

<b>Position:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50411-1 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Security and Duty of Care 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. Staff member might be expected to live in the north.

### 2. Main Tasks and Responsibilities:

- To assist the Team Leader – Mission Security Team (TL MST) in the development, implementation and updating of the Mission Security Plan and all supporting security and safety document, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the TL MST on all incidents affecting Mission members;
- To assist the TL MST in reviewing the security phases;
- To elaborate in–depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- To perform security reviews of personal protective equipment, transport, residences and Mission offices;
- To ensure all security and communications equipment is operational and ready to use;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations to Mission members on matters related to security and safety to ensure staff are prepared for emergencies;
- To liaise and co-operate with local law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives, on security matters;
- To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
- To implement the EULEX Kosovo security plan;
- To travel throughout Kosovo.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Team Leader – Mission Security Officer.

### 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 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 OR education at a civilian security organisation or an award of an equivalent rank;

- A minimum of 4 years of relevant professional experience, out of which one year experience 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:**

- Planning and time-management skills;
- 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:**

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of the EU Mission Security Officers Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- Passive understanding of Serbian language.

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

- Knowledge of the Mission area and potential threats.

**SECONDED/CONTRACTED**

<b>Position:</b> Forensic Archaeologist	<b>Employment Regime:</b> Secoded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 50114 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Operations Support Pillar/ Forensic Medicine Team	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

**1. Reporting Line:**

The Forensic Archaeologist reports to the Deputy Director of the Institute of Forensic Medicine (IFM).

**2. Main Tasks and Responsibilities:**

- To construct search strategies and perform site assessments;
- To plan operational and logistical aspects of excavations;
- To direct and perform excavations and exhumations;
- To write reports to international archaeological standards;
- To compile reports of possible new sites of forensic interest;
- To work closely with the Exhumations Coordinator with the analysis of data pertaining to missing persons' cases with the aim of creating new leads;
- To plan for and train on the job local colleagues in the subject of forensic archaeology and related fields;
- To assist in the mortuary operation whenever required;
- To give expert testimony evidence in court.

**3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Deputy Director of the IFM.

**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 Archaeology, Bio-archaeology, Forensic Archaeology or a relevant field; **AND**
- A minimum of 5 years of relevant professional experience in operational forensic archaeology in the field of missing persons, after having fulfilled the education requirements.

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

- Solid background and knowledge in field forensic archaeological techniques including surveying, sketching and probing;
- Track-record in the recording and recovery of human remains.
- Acquainted with the forensic work carried out by international, multidisciplinary teams;
- Working knowledge of human osteology;
- Demonstrable knowledge of applied archaeological methodologies and techniques for searching for burials, including the analysis and interpretation of extensive volumes of data.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience with digital mapping, survey techniques using TST and GPS, CAD or other 3D modelling packages, familiarity with GIS software packages and experience working with satellite imagery;
- Driving license of category C.

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

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

<b>Position:</b> Forensic Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Management level
<b>Ref. Number:</b> EK 50115 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Operations Support Pillar/ Forensic Medicine Team	<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 Forensic Analyst reports to the Deputy Director of the Institute of Forensic Medicine (IFM).

### 2. Main Tasks and Responsibilities:

- To liaise with police authorities, governmental authorities and other sources as appropriate in order to
- provide or exchange information conducive to determining the whereabouts of historically missing persons;
- To advise on requests for forensic support by the Police, judiciary, governmental bodies or local counterparts regarding the search for missing persons;
- To compile and consolidate available data on all exhumations and sites assessments performed by
- ICTY, MPU, OMPF and other bodies if applicable since 1999.
- To advise the competent authorities and local counterparts on follow-up actions such as investigation, assessment or exhumation;
- To compile and summarize all results of on-going investigations, assessments and exhumations and produce statistics;
- To advise the Director of the IFM and local authorities on the planning and coordination of exhumations of suspected sites;

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of
- responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Deputy Director of the IFM.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma or qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework or qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (e.g. in Forensic Sciences, Social Sciences, Analytical Sciences, Information Analysis, Intelligence Analysis) or other relevant university studies OR an equivalent and attested police education; AND;

- A minimum of 5 years of relevant professional experience in Law enforcement, intelligence or forensic background, after having fulfilled the education requirements.
- Excellent expertise in the field of missing persons;
- Good knowledge in operations management, acquired as part of a multi-disciplinary team including forensic personnel;
- Investigative skills and management of information from different types of sources (archives, databases, etc);
- Working knowledge of IT systems, in particular databases.

**6. Desirable Qualifications and Experience:**

- International working experience, particularly in post-conflict areas with multi-national staff and international organisations.

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

- Knowledge of OMPF or ICTY forensic databases;
- Knowledge of Mapping Tools;
- Training in first aid;
- 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.