

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX Kosovo) 1-2024 Call for Contributions for Visiting Experts				
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX Kosovo)			
Job Location:	Western Balkans Region (Kosovo)			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post	Total Posts	Availability
	<u>Seconded (6 posts)</u>			
	EK 50103 VE	Liaison and Coordination Officer	2	ASAP, for 3 months with the possibility of extension, and non-permanent deployment, before 14 December 2024
	EK 50111 VE	Specialised Police Officer	4	ASAP, for 3 months with the possibility of extension, and non-permanent deployment, before 14 December 2024

Deadline for Applications:	Thursday 8 August 2024 , 17:00 hrs CET (Brussels time)
Applications must be submitted to:	<p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>c) You do not have the nationality of an EU Member State: 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 authority to send them your application form.</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>
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p>Ms. Mikael KEKKONEN cpcc.eulexkosovo@eeas.europa.eu</p>

Low and/or Medium Risk Non-Family Mission

EULEX Kosovo bears a Low and Medium Risk Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the responsibility of each staff member. Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose to the Civilian Operation Commander, in consultation with the EEAS Security Department, to take measures to change the application of the Low and/or Medium Risk Non-Family status into High Risk Non-Family status.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States, Contributing Third States (Contributing States) and EU Agencies will be considered.

The Mission shall cover the Visiting Experts (VE) travel costs to and from the place of deployment and for any duty travel while on deployment.

Contributing States and EU Agencies will bear all personnel-related costs for seconded Visiting Experts, e.g. salaries and medical coverage, and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Due to the non-permanent nature of Visiting Experts' assignments to Missions, specific provisions may apply regarding their status, entitlements (e.g. leave days), rights and obligations and security.

Tour of Duty – The duration of the deployment is indicated in the respective job description, respectively for an initial 3 months with a possible extension for another 3 months, according to the planned schedule.

The Civilian Operations Commander requests that EU Member States and Contributing Third States propose candidates for the following international expert positions for EULEX Kosovo, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Candidates must have the 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 – The 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 northern Kosovo any staff member is expected to be ready to live in northern Kosovo.

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.

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.

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

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).

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. 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.

Serious 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).

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.

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. Access to European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of the candidates' 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.

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.

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.

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.

Training – The selected candidates should complete Missionwise, 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-learning/>.

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.

V. 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).

VISITING EXPERT POSITIONS

Position name: Liaison and Coordination Officer	Employment Regime: Seconded Visiting Expert	
Ref. Number: EK 50103 VE Confirmed posts: 2	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Support Pillar/ Office of the Head of Operations Support Pillar	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

The Liaison/Coordination Officer reports to the Head of Operations Support Pillar (HoOSP).

2. Main Tasks and Responsibilities:

- To contribute to the development of the Mission Implementation Plan (MIP) related to the cooperation and coordination activities, based on inputs received from the Operations Support Pillar (OSP) functions, and monitor its execution through analyses and evaluation;
- To contribute to the coherent planning and implementation of the coordination and cooperation activities of the Operations Support Pillar;
- To contribute to mapping and assessment of ongoing bilateral and multilateral cooperation activities;
- To ensure that the OSP , at an operational level, is in close coordination with all actors, internally, externally, local and international to achieve mutual awareness, a comprehensive approach and avoid duplication;
- To facilitate the interaction between the OSP and bilateral and multilateral actors;
- To develop guidelines to ensure coherence and coordination of Mission contacts with international and local actors;
- To prepare, chair and take part in briefings about training activities with other units/departments/ components/organisations;
- To conduct planning of all FPU training and police operation activities;
- To manage the training portfolio of the Operations Support Pillar;
- To collect, disseminate and file information as required.

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 Line Manager(s).

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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any field of Law Enforcement, Police Science or other related field **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional police experience in the field of police training and planning of police operations, after having fulfilled the education requirements;
- Authorised to carry and issued a personal weapon.

5. Essential Knowledge, Skills and Abilities:

- Analytical and problem solving/negotiation skills;
- Good understanding and knowledge of specialised units' daily tasks and special operations;
- Good interpersonal and communication skills.

6. Desirable Qualifications and Experience:

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

Position: Specialised Police Officer	Employment Regime: Seconded Visiting Expert	
Ref. Number: EK 50111 VE Confirmed Vacancies: 4	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Support Pillar	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

The Specialised Police Officer reports to the Formed Police Unit (FPU) Commander.

2. Main Tasks and Responsibilities:

- To contribute on the operational level to the Mission mandate implementation in line with the Mission's planning documents;
- To perform general policing tasks including visibility patrolling, jointly with the Formed Police Unit personnel, when required;
- To contribute to the Mission situational awareness efforts by collecting and timely reporting relevant information;
- To provide analysis and recommendations to the FPU Commander and support in developing the FPU situational awareness capabilities;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise with other Mission's Units, relevant law enforcement agencies and authorities from Kosovo;
- To liaise closely with other horizontal Mission's members from the Operation Support Pillar's units with specific reference to the Formed Police Unit and CICU, as well other Mission Members as Police Advisers and Senior Police Advisers North;
- To ensure timely reporting on activities as per planning documents.

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 Line Manager(s).

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 education or training or an award of an equivalent rank; The qualification should be in the field of Law Enforcement, Police Science or other related field; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Active Law Enforcement Officer of their sending Member State.

5. Essential Knowledge, Skills and Abilities:

- Flexibility and adaptability to work in different cultural and political environments effectively liaising with local community and authorities;
- Knowledge and understanding of crowd and riot control and public order policing;
- Experience in police cooperation and community policing, as well as intelligence lead policing and / criminal investigations;
- Authorised to carry and issued a personal weapon;
- Ability to perform under stress and in difficult circumstances working in a team;
- Readiness to be accommodated in northern Kosovo if the security situation permits.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Criminal intelligence analysis training and experience;
- Good analytical and drafting capability and deep knowledge of information collection and analytical methods;
- Driving license category C.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.