

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p align="center"><b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 1-2019 Extraordinary Call for Contributions</b></p>						
<b>Organisation:</b>	<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)</b>					
<b>Job Location:</b>	<b>Western Balkans Region (Kosovo)</b>					
<b>Employment Regime:</b>	Seconded, Seconded/Contracted					
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post</b>	<b>Pending</b>	<b>Confirmed Vacancies</b>	<b>Total Vacancies</b>	<b>Availability</b>
	<b><u>Seconded/Contracted</u></b>					
	EK 40099	Thematic Lead Monitor - Hate Crimes	0	1	1	ASAP
<b>Deadline for Applications:</b>	<b>Wednesday 20 March 2019 at 17:00 hours (Brussels time)</b>					
<b>Applications must be submitted to:</b>	<b><u>1 - For seconded candidates by EU Member States:</u></b>					
	<a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a>					
	<b><u>2 - For contracted candidates from EU Member States:</u></b>					
	<a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a>					
	<b><u>3 - For seconded and contracted candidates from Contributing Third States:</u></b>					
	<a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a>					
<b>Information:</b>	<p align="center">For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p align="center"><b>Mr Jean Viala</b> <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p>					

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

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

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

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

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

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

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

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

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

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

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

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

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

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in contributing States.

**Language Skills**<sup>2</sup> – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

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

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

**Education** – European Qualifications Framework (EQF)<sup>4</sup>.

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

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

## **B. Recommended Requirements**

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

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

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

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

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

<sup>4</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

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

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

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

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

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

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

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

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

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

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

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

**Information on the Outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion. The indicative period of the interviews is from 25 March until 15 April 2019.

## **E. Data Protection**

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy Statement is available on the EEAS website.

## **F. Job Descriptions**

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

<b>Position:</b> Thematic Lead Monitor - Hate Crimes	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 40099 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 Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

Thematic Lead Monitor - Hate Crimes reports to the Chief of the Case Monitoring Unit.

### 2. Main Tasks and Responsibilities:

- To contribute on the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular in the field of thematic expertise;
- To support the Chief of Case Monitoring Unit in acting as focal point for all matters relating to the field of thematic expertise;
- To draft thematic related reports, legal advices 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 (other thematic experts and mobile monitors);
- 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, legal opinion and reports and other legal documents including but not limited to the administration of Justice in relation to the field of thematic expertise and issues pertaining to the field of 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 ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To provide advice to the respective institutions, 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. Mission Specific Tasks and Responsibilities:

- To establish professional working relationship with Judges, Prosecutors, Court clerks and officers, Members of the KJC and KPC, Kosovo Government, NGOs, civil society, relevant local and international authorities and organizations dealing with Hate Crimes cases and policies;
- To propose assistance, where necessary, to Kosovo Administration of Justice institutions for proper implementation of international and Kosovo strategic documents in the area of cases and (judicial) policies related to Hate Crimes;
- To analyse the Hate Crimes situation (legal and institutional) in Kosovo and identify possible areas of improvement;
- To cooperate and coordinate with the Justice and Police Monitors with regard to identifying and monitoring Hate Crime cases.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND

- A minimum of 6 years of relevant professional experience in the judicial field and/or as litigator, after having fulfilled the education requirements;
- A minimum of 3 years of relevant professional experience in the field of Hate Crimes 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 regional human rights legal instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector.
- 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.