

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 3-2018 Call for Contributions						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
Job Location:	Western Balkans Region (Kosovo)					
Employment Regime:	Seconded, Seconded/Contracted					
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post	Pending	Confirmed Vacancies	Total Vacancies	Availability
	<u>Seconded</u>					
	EK 40021**	International Secretary to the Chief of Staff	1	0	1	Apr-19
	EK 40025	Joint Operations Officer/Police	0	1	1	Jun-19
	EK 40026	Joint Operations Officer/Security and Safety Department	0	2	2	1 in May, 1 in Jun-19
	EK 40029	Knowledge Management Officer	0	1	1	ASAP
	EK 40031	Reporting Officer	0	1	1	ASAP
	EK 40044	Liaison/Coordination Officer	0	1	1	Jun-19
	EK 40051	Informant Handler	1	0	1	Jun-19
	EK 40059	Operations Officer of the International Police Cooperation Unit	1	0	1	May-19
	EK 40170	Member of the Human Rights Review Panel	0	1	1	ASAP
	EK 40201*	Customs & Integrated Border Management Adviser	0	1	1	Apr-19
	<u>Seconded/Contracted</u>					
	EK 40046	Forensic Doctor	0	1	1	ASAP

	EK 40048**	Forensic Anthropologist/ Identification Coordinator	1	0	1	Apr-19
	EK 40091	Mobile Monitor (Justice)	0	1	1	Jun-19
	EK 40125**	Weapons and Firearms Instructor/Armourer	1	0	1	Apr-19
	EK 40159	Close Protection Operator	0	1	1	ASAP
	EK 40161	Mission Security Officer	0	2	2	1 ASAP, 1 in May-19
	EK 40200*/**	Customs & Integrated Border Management Senior Adviser	1	0	1	Apr-19
Deadline for Applications:	25 January 2019 at 17:00 hours (Brussels time)					
Applications must be submitted to:	<p><u>1 - For seconded candidates by EU Member States:</u></p> <p style="text-align: center;">https://goalkeeper.eeas.europa.eu/registrar/</p> <p><u>2 - For contracted candidates from EU Member States:</u></p> <p style="text-align: center;">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p> <p><u>3 - For seconded and contracted candidates from Contributing Third States:</u></p> <p style="text-align: center;">cpcc.eulexkosovo@eeas.europa.eu</p>					
Information:	<p>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;">Mr Jean Viala cpcc.eulexkosovo@eeas.europa.eu Tel. +32 460 84 34 36</p>					

*This position is for a temporary deployment to the Dialogue Support Unit, the duration of the employment contract is subject to a decision to be taken by Mission's Supervising Authority.

**The post is currently occupied by a UK national. The availability of this position is subject to the outcome of the BREXIT negotiations and/or guidance given by CPCC.

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 State¹.

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.

¹ 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 Skills² – 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-Hest³ or equivalent.

Education – European Qualifications Framework (EQF)⁴.

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.

² [Common European Framework of References for Languages](#)

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

⁴ <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 **1 February to 18 February 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).

Position: International Secretary to the Chief of Staff	Employment Regime: Seconded	
Ref. Number: EK 40021** Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: April-19
Pillar/Department/Unit: Office of the Chief of Staff	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The International Secretary to the Chief of Staff reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To assist the Chief of Staff (CoS) with daily tasks;
- To manage the calendar of meetings and appointments of the CoS;
- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems;
- To take minutes at meetings and conferences, as well as to prepare draft reports and documents for the CoS;
- To receive and distribute all correspondence as routed by the Head of Mission as appropriate.
- To manage all travel schedules for the CoS, including liaising with the Mission Support Department for flight reservations, entitlements, etc.;
- To check and ensure that sufficient stock of stationary materials are kept in the office for usage by all staff;
- To issue invitations by phone and in writing, and to book facilities, etc.;
- To ensure the proper handling of confidential documentation and related information passing into, out of, and through the Office of the CoS;
- To undertake any other related tasks as required by the CoS.

3. Mission Specific Tasks and Responsibilities:

- To monitor attendance, sick leave and annual leave of all staff in the Pool of Interpreters/Translators.

4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma in Administration, Secretarial Studies or similar field; AND
- A minimum of 3 years of professional experience after having fulfilled the secondary education;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in a CSDP Mission.

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting and reporting skills;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Position: Joint Operations Officer/ Police	Employment Regime: Seconded	
Ref. Number: EK 40025 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: June-19
Pillar/Department/Unit: Office of the Chief of Staff/ Chief of Staff Office/ Joint Operations Room (JOR)	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Joint Operations Officer/ Police reports to the Chief of Joint Operations Room, while coordinating closely with the Head of Operations Pillar.

2. Main Tasks and Responsibilities:

- To act as Duty Police Commander on behalf of the Head Operations Pillar during silent hours;
- To report without delay serious incidents in line with planning documents and to be responsible for the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff in line with the relevant Standard Operating Procedures;
- To oversee the continuous maintenance, execution and evaluation of protocols related to Operations Pillars activities or incidents;
- To manage and coordinate actions between Operations Pillar units and other units/departments/ /organisations;
- To liaise with all relevant international and local counterparts, collate and verify information received in policing area of expertise;
- To undertake any other related task as requested by Chief of Joint Operations Room.

3. Mission Specific Tasks and Responsibilities:

- To collect, compile, analyse, assess and disseminate - jointly with the Joint Operations Officer / Safety and Security Department (SSD) - information relevant for Operations Pillar activities as well other relevant developments for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To contribute to planning activities of the Operations Pillar;
- To monitor the EULEX KOSOVO communication channels as well as those of Kosovo Police, KFOR and other relevant organisations and prepare accurate reports for the chain of command through the established JOR reporting lines;
- To maintain close daily cooperation with the Liaison/Coordination Officers in Head Operations Pillar;
- To assist Joint Operation Officers / SSD as required.

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 of the fields of Law, Law Enforcement, Social Sciences, Public Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements;

- Experience in planning security and/or police operations;
- Experience in planning and implementing projects.

5. Essential Knowledge, Skills and Abilities:

- Very good analytical, organisational, planning and time-management skills;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.

6. Desirable Qualifications and Experience:

- Experience in strategic management and/or public administration;
- Experience in handling classified information.

7. Desirable Knowledge, Skills and Abilities:

- Very good knowledge in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

Position: Joint Operations Officer / Safety & Security Department (SSD)	Employment Regime: Seconded	
Ref. Number: EK 40026 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 1 in May, 1 in Jun-19
Pillar/Department/Unit: Office of the Chief of Staff/ Chief of Staff Office/ Joint Operations Room (JOR)	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Joint Operations Officer / Security & Safety Department reports to the Chief of the Joint Operations Room, while keeping the Senior Mission Security Officer fully informed on all relevant developments.

2. Main Tasks and Responsibilities:

- To monitor the security situation in the Mission area as well as to collect, collate, analyse, assess and disseminate information relevant for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To support and track all operational Security & Safety Department (SSD) movements and coordinate, as required, SSD response;
- To act as focal point for the Watchkeepers' Capability and keep them informed of relevant developments;
- To contribute to the production/maintenance of the Joint Operations Room (JOR) contact lists, emergency notification charts including check lists and other databases, reports or briefings;
- To maintain the JOR maps and visual aids, as appropriate;
- To collect, analyse and maintain all incoming security reports/information from different resources within the Mission area and provide a daily summary to Security Information Analyst Unit;
- To prepare, produce and disseminate reports and products as per Standard Operating Procedures;
- Operate means of secure communications;
- To provide updated information and analysis of major crises or disasters, which could affect the Mission's operations or staff members and to inform staff in the area concerned through SSD;
- To alert and inform senior management and respective SSD staff of important developments;
- To assist JOR Police Operators as required;
- To undertake any other related tasks as requested by the Chief of JOR.

3. Mission Specific Tasks and Responsibilities:

- To monitor all Mission activities assigned, in particular staff movements in the north of Kosovo, and act as the initial point of contact for headquarters and Mission personnel as required;
- To be responsible to coordinate all helicopter operations, including the necessary liaison with the relevant KFOR points of contact.

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 related to Security or Emergency Management OR equivalent

and attested police or/and military education OR successful completion of a full course in civilian security organisation with duration of 3 years or more; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent analytical, organisational, planning, and time-management skills;
- Excellent radio communication skills;
- Thorough understanding of applicable EU rules and regulations in the area of security and safety.

6. Desirable Qualifications and Experience:

- Ability to perform under stress and in difficult circumstances.
- Relevant experience in handling EU Classified Information.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.

Position: Knowledge Management Officer	Employment Regime: Seconded	
Ref. Number: EK 40029 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff/ Planning and Reporting Office	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Knowledge Management Officer reports to the Head of Planning and Reporting Office.

2. Main Tasks and Responsibilities:

- To develop a Mission knowledge management strategy for the purpose of capturing and maintaining Mission knowledge assets and for the purpose of drawing lessons learnt;
- To develop and manage Mission knowledge management systems to avoid the loss of institutional memory and to ensure an effective and integrated approach to capturing, evaluating, retrieving and sharing Mission information assets;
- To identify and recommend ways to create, share and utilize knowledge within the Mission and to contribute to a culture of knowledge sharing and sharing of best-practices;
- To create and implement effective evaluation and assessment tools for identifying the Mission's impact and the difference the Mission makes through its work;
- To assess existing information management policies and approaches, and to identify and implement improved approaches to information management;
- To propose and coordinate internal communication strategies and training designed to enhance awareness on Mission knowledge management systems and best-practices approaches to information and knowledge management;
- To serve as the Mission focal point for providing information about the Mission mandate, its history and achievements;
- To contribute to the Mission strategic review and to planning and development of the Mission as a whole;
- To contribute to the development of the field of knowledge management in CSDP missions as such;
- To undertake any other related tasks as required by the Head of the Planning and Reporting Office.

3. Mission Specific Tasks and Responsibilities:

- To conduct research and to liaise with the relevant national and international stakeholders in order to collect information, statistics and data relevant to the current and past EULEX KOSOVO mandates.

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 Social Sciences, Knowledge Management-related discipline, Business Administration or any other related university studies; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements, out of which 1 year in knowledge management and organisational learning;
- Proven operational planning/project management experience, in a national or international context;
- Professional experience in monitoring and evaluation.

5. Essential Knowledge, Skills and Abilities:

- Ability to develop knowledge management systems;
- Excellent research skills;
- Excellent analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Excellent interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience

- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Experience in research and presentation of research findings to a non-expert audience;
- Experience in the handling of databases and the compilation of statistics.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Reporting Officer	Employment Regime: Seconded	
Ref. Number: EK 40031 Confirmed vacancies: 1 Pending vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff/ Planning and Reporting Office	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Reporting Officer 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 area of responsibility;
- To communicate with key Mission staff members on analysis and reporting procedures in order to ensure submission of high-quality information;
- To support in the collation of statistics and in quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission operational headquarters, and EU Member States regarding Mission mandate implementation;
- To contribute to the development and regular update of the Mission Implementation Plan (MIP);
- To prepare presentations and produce talking points, to give speeches and presentations on behalf of others
- To attend meetings and take minutes;
- To contribute to the collection of the Mission lessons learnt observations;
- To undertake any other related tasks as requested by the Head of Planning and Reporting Office.

3. Mission Specific Tasks and Responsibilities:

- To advise Mission Pillars on all reporting matters and support Head of Planning and Reporting Office in translating relevant MIP benchmarks and objectives into their work;
- To liaise with interlocutors at the local level;
- To assist in overseeing the collating and analysing of reports on operational activities and state of play on mandate implementation coming from the different organisational Units and to channel relevant information in line with relevant planning documents;
- To interact with governmental officials and representatives of local and international organisations, regarding issues of Mission concern with the aim to support Mission coordination efforts necessary to allow the Mission to fulfil its mandate and ensure compliance with its advice;
- To accompany Mission managers to meetings with external interlocutors and to report on such meetings.

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. at Bachelor's level. The qualification

should be in the field of Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Excellent interpersonal and communications skills;
- Excellent editing and report writing skills;
- Ability to cope with working extra hours and in an environment with limited infrastructure.

6. Desirable Qualifications and Experience:

N/A

7. Desirable Knowledge, Skills and Abilities:

- Excellent understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, Instrument for Pre-Accession (IPA), TAIEX and Twinning Projects;
- Knowledge of Albanian and/or Serbian language.

Position: Liaison/Coordination Officer	Employment Regime: Seconded	
Ref. Number: EK 40044 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: June-19
Pillar/Department/Unit: Operations Pillar/ Office of the Head of Operations Pillar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To support the HoOP within his/her field of responsibility – in implementing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To collect, disseminate and file information as required;
- To coordinate reporting and planning tasks and correspondence in the Operations Pillar including a quality control;
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports;
- To maintain an accurate system for recording all reports of the Office of the HoOP;
- To support the HoOP in ensuring, at an operational level, coordination with all actors, both internally, locally, national and international;
- To liaise with other stakeholders internally and externally as requested by HoOP;
- To undertake any other tasks as requested by the Head of Operations Pillar.

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

A level of secondary education attested by a diploma and either relevant specialised training or relevant professional experience of at least 5 years, after having fulfilled the education requirements; AND full-time police experience, preferably serving within a Police Command and Control Centre involving intelligence and pro-active policing operations.

5. Essential Knowledge, Skills and Abilities:

N/A

6. Desirable Qualifications and Experience:

- Experience in criminal investigation and proven liaison skills;
- Military background.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

Position: Informant Handler	Employment Regime: Seconded	
Ref. Number: EK 40051 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: June-19
Pillar/Department/Unit: Operations Pillar/ Criminal Intelligence & Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To identify, recruit and manage informants (covert human intelligence source) who can provide information relating to serious and organised crime;
- To liaise with other Mission Units, other law enforcement agencies and police agencies, and other organisations to gather information;
- To liaise with international law enforcement authorities outside Kosovo;
- To ensure that the identity of the informants remains protected while providing the law enforcement authorities with evidential information required;
- To ensure that applicable laws, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant;
- To develop and manage cover stories for the protection of the informant;
- To undertake any other related tasks as requested by the Head of Criminal Intelligence and Cooperation Unit.

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented by specialised training;
- A minimum of 8 years of relevant professional police experience or experience in a similar/relevant field, after having fulfilled the education requirements;
- Extensive and progressive professional experience in intelligence and criminal investigation fields;
- Extensive experience in the field of informant handling.

5. Essential Knowledge, Skills and Abilities:

N/A

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.

Position: Operations Officer of International Police Cooperation Unit	Employment Regime: Seconded	
Ref. Number: EK 40059 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: May-19
Pillar/Department/Unit: Operations Pillar/ Criminal Intelligence and Cooperation Unit/ International Police Cooperation Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) and ensuring relations with Interpol and Europol;
- To provide relevant support for the operational requirements of the Head of Criminal Intelligence and Cooperation Unit, and of other Units;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Team Leader of International Police Cooperation Unit.

3. Mission Specific Tasks and Responsibilities:

- 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 manage everyday routine operation and services of the INTERPOL NCB and future ERUOPOL 'national contact point'.

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 5 years of relevant professional experience in International Police Cooperation and working with INTERPOL, EUROPOL, SIRENE, Bi-lateral cooperation and with mutual assistance, after having fulfilled the education requirements;
- Senior law enforcement officer;

- Background in organised crime investigations and experience of the intelligence function, international policing experience, international cooperation agreements.

5. Essential Knowledge, Skills and Abilities:

- Working knowledge of cooperating with other entities (FRONTEX, SELEC centres, ILECU project, embassies, etc.);
- Proficient with access into the I-24/7 INTERPOL database and SIENA system;
- Very good interpersonal and communication skills, both written and oral.

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;
- Readiness to work in Pristina or Mitrovica.

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- Being fully independent in the exercise of all his/her functions, the incumbent will:
 - Review complaints filed with the HRRP as to whether EULEX KOSOVO has committed a human rights violation in the conduct of its executive mandate;
- To develop rules of procedure of the HRRP, including procedures to process claims in groups, as appropriate;
- To develop and ensure an expeditious procedure for the review of complaints.
- To maintain the authority and dignity of the HRRP;
- To decide matters of rules and procedure which may arise during the review of a complaint;
- To direct and supervise the staff of the HRRP Secretariat;
- To undertake any other related tasks as required by CPCC.

3. Mission Specific Tasks and Responsibilities:

- To be member of the Human Rights Review Panel (HRRP) for EULEX KOSOVO consisting of three international members;
- The panel member will participate in HRRP sessions in Kosovo at least four times a year for a session of no less than five working days or when and as long as required;
- As an HRRP member, recommend to the Head of Mission remedial actions as appropriate, in accordance with the EULEX KOSOVO accountability concept.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Substantial knowledge of international and regional human rights instruments and mechanisms such as the Convention for the Protection of Human Rights and Fundamental Freedoms, EU

policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;

- Ability to interpret and apply legislative instruments based on sound legal judgment.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: Customs & Integrated Border Management (IBM) Advisor	Employment Regime: Seconded	
Ref. Number: EK 40201* Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: April-19
Pillar/Department/Unit: Monitoring Pillar/ Dialogue Support Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main tasks and responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To work as a Customs & Borders Advisor travelling within the area of operations;
- To support the Customs & Integrated Border Management Senior Advisor at the operational and strategic level in the normalization process between Belgrade and Pristina regarding all inter party Border Authority liaison, with particular focus on the implementation of the IBM Technical Protocol (IBM- TP), including Common Crossing Points (CCPs) and the Administrative Boundary Line (ABL);
- To engage with and support all Border Authorities (Border Police (Police), Customs and Veterinary / Phytosanitary Inspectorates) in the process of normalization between Belgrade and Pristina, with particular focus on the implementation of the IBM-TP, including CCPs and ABL;
- To engage in and facilitate all local, regional and central level meetings between the Belgrade and Pristina Parties in relation to the IBM- TP;

- To support the development the Kosovo Customs (KC) and Kosovo Border Police (KBP) management team in relation to their processes and procedures, by providing mentoring, monitoring and advise (MMA) to KC & KBP at the strategic level;
- To monitor, mentor and advise the relevant KC and KBP Directorates on the strategic and operational management of borders, including border security and KC and KBP control on persons, vehicles and goods entering or exiting Kosovo;
- To provide policy advice and technical expertise from a multi-disciplinary perspective on a variety of customs and border police related practices and management issues, particularly matters related to the management of the Border Crossing Points (BCP) / CCPs, ABL and cross border inter agency co-operation;
- To review when appropriate the documented policies in KC and KBP, looking closely at the code of ethics for both agencies providing a Strategic Risk Assessment ;
- To MMA KBP & KC on principles and agreements between Belgrade and Pristina (e.g. participation in meetings);
- To conduct specific thematic inspections and performance assessments at Kosovo BCPs and Customs Terminals in support of the Mission's efforts to address areas of structural weaknesses within KC & KBP; including in the areas of potential political interference, corruption, human rights, gender mainstreaming and accountability;
- To assess the achievements of KC and KBP in meeting the benchmarks set in the Visa Liberalisation Roadmap and providing assistance in such activities when needed;
- To assist KC and KBP with the implementation of the agreements reached through the Dialogue between Belgrade and Pristina;
- To support all Kosovo Border Authorities with the implementation of the National IBM Strategy and Action Plan (2018-2023) ;
- To advise and assist with the further development of the National Centre for Border Management (NCBM), allowing for the 'real-time' sharing of relevant information;
- To liaise with other stakeholders providing technical and policy advice on border security and customs issues;
- To establish and maintain contacts with other organisations monitoring and compiling an overview of their border-related activities and identifying possible partners;
- To advise and assist KC & KBP Directorates in improving the capability of border control officers to detect all forms of border crimes, including: smuggling offences, human trafficking, irregular migration, customs frauds etc.

4. Essential Qualifications and Experience:

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

- Proven experience as facilitator in cross border meetings related to international Border/Boundary agreements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Language skills Serbian and/or Albanian.

Position: Forensic Doctor	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40046 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations Pillar/ Institute of Forensic Medicine	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Forensic Doctor reports to the Deputy Director of the Institute of Forensic Medicine.

2. Main Tasks and Responsibilities:

- To ensure that services provided by local forensic medicine staff are up to European standards;
- To mentor and train on the job the work of the local medical death investigators and the local forensic nurses;
- To perform medico-legal investigations of death and clinical forensics whenever required;
- To give expert medical advice where pertinent to forensic investigation;
- To give evidence in court on findings of the autopsies and other examinations;
- To intervene when necessary;
- To advise the Co-Head of Department of Forensic Medicine on relevant issues.
- To give expert testimony evidence in court;
- To undertake any other related tasks as requested by the Deputy Director of the Institute of Forensic Medicine.

3. Mission Specific Tasks and Responsibilities:

- To mentor and train on the job local forensic doctors with medico-legal investigations of death and clinical forensic examinations as required by the Kosovo judicial system.

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 at least one of the following fields of expertise: Medic, specialisation in Forensic Medicine AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Extensive hands-on experience and knowledge of death investigations, including autopsy and other forensic examinations.

5. Essential Knowledge, Skills and Abilities:

N/A

6. Desirable Qualifications and Experience:

- Experience of teaching/training others in forensic and medical subjects;
- Driving license of category C.

7. Desirable Knowledge, Skills and Abilities:

- Very good interpersonal and communication skills, both written and oral in English;
- Ability to perform under stress and in difficult circumstances;
- Ability to explain complex scientific concepts to a wide audience.

Position: Forensic Anthropologist/ Identification Coordinator	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40048** Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: April-19
Division/Department/Unit: Operations Pillar/ Institute of Forensic Medicine	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Forensic Anthropologist/ Identification Coordinator reports to Deputy Director of the Institute of Forensic Medicine.

2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's mandate in the field of forensics, focusing on missing persons and exhumations;
- To conduct forensic anthropological analysis, including the analyses of complex cases of commingled remains;
- To assist in the field, whenever exhumations are conducted;
- To conduct detailed analyses related to DNA and anthropological procedures related to identification work;
- To manage and process of all documentation pertaining to samples sent for DNA testing as well as results received;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Deputy Director of the Institute of Forensic Medicine.

3. Mission Specific Tasks and Responsibilities:

N/A

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 at least one of the following fields of expertise: Forensic Anthropology or Physical Anthropology;
- A minimum of 5 years of relevant professional experience in Forensic, after having fulfilled the education requirements;
- Proven experience of exhumation processes.

5. Essential Knowledge, Skills and Abilities:

- Determination of MNI and skeletal re-association;
- Considerable knowledge of mechanical forces on bone, blunt, sharp, GSW (including terminal ballistics) and combined peri-mortem trauma, bone-healing processes and osteopathological

processes leading to a determination of probable cause of death and presumptive or positive identification.

6. Desirable Qualifications and Experience:

N/A

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- General knowledge of other forensic science fields, such as ballistics, death scene investigation and data-base management, etc.;
- Knowledge in working with civil society groups and NGOs;
- Ability to perform under stress and in difficult circumstances;
- Proven knowledge of current developments in forensic science.

Position: Mobile Monitor (Justice)	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40091 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: June-19
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: No Personnel Security Clearance is Needed	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for Rule of Law/Justice matters;
- To liaise and advise, upon request, on the promotion of RoL/Justice aspects among Kosovo authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in the host State;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To liaise with other international actors as required;
- To ensure timely reporting and information flow on RoL/justice issues;
- To contribute to identify and report on lessons and best practices within the field of RoL/justice;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system;
- To perform any other task as requested by the Chief of Monitoring Unit.

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework

of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years in justice and/or trial monitoring;
- Experience in legal research and analysis;
- Experience in case work/processing and complaint handling.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Weapons and Firearms Instructor/Armourer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Assistant Level
Ref. Number: EK 40125** Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: April-19
Pillar/Department/Unit: Mission Support Department/Human Resources Office	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Weapons and Firearms Instructor/Armourer reports to the Head of Human Resources Office.

2. Main Tasks and Responsibilities:

- To support, assist and advise the Head of Human Resources Office on all training and evaluation issues pertinent to weapons and firearms;
- To assist in the conceptual development of internal standards and guidelines for weapons and firearms training;
- To plan, organise and deliver weapons and firearms training;
- To produce training materials;
- To evaluate and prepare summaries and analytical reports on weapons/firearms training activities;
- To document and ensure proper record of shooting training and tests, including use of ammunition;
- To conduct regular assessment of weapons handling and shooting skills of armed Mission staff, as well as perform their certification and recertification where applicable;
- To ensure firing sites/ranges are maintained in the required conditions, taking into consideration the security & safety standards relevant to shooting training;
- To coordinate the use of available shooting ranges;
- To facilitate the smooth and accountable operations of the Mission designated armouries. to assist in identifying Mission armoury needs and provide technical support in his/her area of responsibility to staff members;
- To facilitate the 24 hour, 7 days a week, duty cover and access to the Mission's armouries;
- To conduct technical assessment of Mission owned weapons and firearms and to ensure a high operational effectiveness and equipment husbandry of all such associated equipment under his/her control;
- To maintain relevant Health & Safety principles in relation to the areas of his/her responsibility.
- To facilitate training needs analysis and reviews upon direction, in relation to the Missions use of force policy, defensive tactics and firearms training in compliance with the Mission OPLAN and SOP's;
- To coordinate import and export procedures of all firearms and ammunition into/from the Mission area;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To participate in the recruitment of other training and firearms specialists throughout the Mission;
- To contribute to the development of the Mission security policies and procedures in regards of weapons and firearms;
- To undertake any other related tasks as requested by the Head of Human Resources Office.

3. Mission Specific Tasks and Responsibilities:

- N/A

4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma, complemented by Police or Military Training; AND
- A minimum of 6 years of professional military/police/security experience, after having fulfilled the education requirements out of which:
- A minimum of 5 years of documented experience, excellent knowledge and proven skills in the area of delivering firearms training, including a high standard of physical fitness;
- A minimum of 2 years of experience delivering training to an international audience;
- Experience and formal qualifications from a military/police/security institution within the field of Training together with demonstrated technical knowledge of the aspects of Security Training development and within the field of maintenance and/or technical assessment of firearms;
- Pistol & Rifle Instructor certification/accreditation from a recognized institution.

5. Essential Knowledge, Skills and Abilities:

- Excellent knowledge of applicable international standards/best practices and human rights regulations relevant to the use of firearms and use of force;
- Excellent technical knowledge of side arms and long barrelled weapons.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and/or international organisation;
- Training in teaching and maintenance of the Mission owned weapons systems, such as HK G36 rifles and Glock pistols;
- Category C driving license.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Close Protection Operator	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Assistant Level (MSAL)
Ref. Number: EK 40159 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Security and Safety Department/ Mission Security/ Close Protection Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented by Police or Military training;
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements out of which at least 2 years in close protection;
- Driving license of category C;
- Trained and certified in close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving).

5. Essential Knowledge, Skills and Abilities:

- Demonstrated ability in providing effective operational planning for a Close Protection Team;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Ability to perform under stress and in difficult circumstances;
- Ability to operate a variety of communication systems.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

N/A

Position: Mission Security Officer	Employment Regime: Seconded / Contracted	Post Category: Mission Support - Assistant Level (MSAL)
Ref. Number: EK 40161 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 1 ASAP, 1 in May-19
Pillar/Department/Unit: Security and Safety Department/ Mission Security/Close Protection Unit/ Mission Security Officer Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma, complemented by specialised training OR equivalent and attested police or/and military OR education at a civilian security organisation;
- A minimum of 4 years of relevant professional experience, out of which 1 year experience of Field Security, after having fulfilled the education requirements;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving licence of Category C.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Excellent knowledge of the Mission area and potential threats.

Position: Customs & Integrated Border Management (IBM) Senior Advisor	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40200*/** Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: April-19
Pillar/Department/Unit: Monitoring Pillar/ Dialogue Support Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Customs & Integrated Border Management (IBM) Senior Advisor 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), by advising and mentoring(MMA) local counterparts on the strategic and operational level with regard to integrated border management;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions in the area of border security, anti-smuggling and risk assessment through the improvement in strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc. and propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To undertake any other tasks required by the Head of Monitoring Pillar.

3. Mission Specific Tasks and Responsibilities:

- To monitor, mentor and advise the Kosovo Customs (KC) Director General and Border Police (KBP) Director and their respective management teams on the strategic and operational management of borders;
- To guide and assist the National IBM Coordinator, KC Director General, KPB Director and Kosovo Food and Veterinary Agency (F&VA) Director in meeting the requirements of the new Kosovo National IBM Strategy and Action Plans – 2018 to 2023;
- To advise the relevant interlocutors on the management and development of customs & border control regimes, introducing working methods aimed at maximising the efficiency of customs and border security checks, whilst ensuring movement of persons and effective trade facilitation;
- To advise and assist KC Director General and KPB Director in improving the capability of their respective border control officers to detect all forms of border crimes, including: smuggling offences, human trafficking, irregular migration, and customs frauds etc;

- To assist in the further development and enhanced implementation of effective risk analysis, selectivity, profiling and targeting systems, at all BCPs/CCPs; the application of the 'One-Stop' controls; coordinated/joint border patrols; effective exchange of information; and cross-border cooperation/operations;
- To assist Kosovo Customs Director General and KBP Director with the 'Dialogue Technical Protocol for Implementation of the IBM Agreed Conclusions' for six Kosovo/Serbia Co-located Crossing Points;
- To advise and assist with the further development of the National Centre for Border Management (NCBM), allowing for the 'real-time' sharing of relevant information;
- To contribute to the implementation of memorandums of understanding, agreements/protocols related to the exchange of information between border agencies, both national and international;
- To guide and assist the Ministers of Internal Affairs and Finance decision-making process from the IBM Border Control/Risk Management perspective;
- To guide and assist in developing border agencies liaison with border control counterparts in other neighbouring border/boundary agencies services in relation to IBM;
- To liaise with representatives of other relevant international agencies, including KFOR, on all customs border control and border security related issues;
- To support the operations at the BCPs and CCPs if needed;

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

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