

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 2-2019 Extraordinary 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/Contracted</u>					
	EK 40029	Knowledge Management Officer	0	1	1	ASAP
	EK 40119	International Doctor	0	1	1	ASAP
Deadline for Applications:	Friday 3 May 2019 at 17:00 hours CEST (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>Mr Andre Konze cpcc.eulexkosovo@eeas.europa.eu</p>
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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.

¹ Canada, Norway, Switzerland, Turkey and United States of America

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

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. 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 May 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: Knowledge Management Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
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: International Doctor	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level
Ref. Number: EK 40119 Confirmed Vacancies: Pending Vacancies:	Location: Western Balkans Region (Kosovo)	Availability:
Pillar/Department/Unit: Mission Support Department/ Medical Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The International Doctor reports to the Chief of Medical Unit.

2. Main Tasks and Responsibilities:

- To establish diagnoses and decide on the medical management of patients;
- To work in the Out-patient Clinic, In-patient Facility, Emergency Room and the Ambulance Emergency Medical Services;
- To respond to emergency calls and provide adequate treatment to the patient;
- To prepare patients for interventions and escort patients to other medical facilities as required;
- To stay on call as required and perform shift duties including nights and week-ends;
- To discuss complex cases with the Chief of Medical Unit, and assist in collecting information to substantiate/justify medical evacuations;
- To assist the Chief of Medical Unit in monitoring the epidemiological and overall medical situation in the area of operation, promoting and implementing preventive medical and occupational health measures, including hygiene medical campaigns and recommendations for immunizations;
- To assist the Chief of Medical Unit in research and surveys on identified medical topics, as required;
- To refer staff to outside specialists as necessary and follow-up with such cases;
- To participate in addressing work environment and occupational health issues;
- To keep detailed statistics and report updates to the Chief of Medical Unit;
- To undertake any other related tasks as requested by the Chief of Medical Unit.

3. Mission Specific Tasks and Responsibilities:

- As part of the medical team of EULEX KOSOVO, to perform medical examinations and routine check-ups of Mission staff members;
- To lead, advise and supervise local EULEX KOSOVO doctors GP's in regular out-patient clinical duties and in collaboration with them to provide quality assured general practice;
- To co-operate closely with medical staff of other international organisations working in the EULEX KOSOVO Mission area to exchange information on the basis of pertinent technical arrangements;
- To communicate with and update the Chief of Medical Unit on any issue required in the EULEX KOSOVO medical facilities;
- To maintain patient's records as per the official EULEX KOSOVO procedures and instructions, and exercise confidentiality;
- To provide hands-on training to the local EULEX KOSOVO doctors and staff in her/his area of expertise.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 5 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 as General Medicine Practitioner; AND

- Having obtained a diploma in medical specialization after the above mentioned qualification, in the field of General Practice/Family Medicine and/or other relevant clinical specialties;
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements;
- At least 5 years of progressive clinical experience in the field of General Practice and/or other relevant clinical specialty.

5. Essential Knowledge, Skills and Abilities:

- Advanced Emergency Medicine training EU recognized (e.g. ALS certificate, PHTLS certificate);
- Excellent interpersonal, communication, leadership (being the leader of a medical team) and team-working skills;
- Cognitive skills of decision making, situation awareness and task management;
- Fluency in English language, both written and oral.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Teaching experience as instructor in the field of medical training (e.g. ERC certificates as BLS/ALS instructor);
- Experience in pre-hospital and in-hospital Emergency Medical Service;
- Experience in Ultrasound Examination (i.e. abdominal US, FAST, etc.).

7. Desirable Knowledge, Skills and Abilities:

- Ability and willingness to work with people with different cultural and religious background and diverse political views while maintaining impartiality and objectivity;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- Ability to perform under stress and in difficult circumstances, attention to details, solid work ethics.