

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 2-2018 Call for Contributions						
<b>Organisation:</b>	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
<b>Job Location:</b>	Western Balkans Region (Kosovo)					
<b>Employment Regime:</b>	Seconded, Seconded/Contracted					
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post</b>	<b>Pending</b>	<b>Confirmed Vacancies</b>	<b>Total Vacancies</b>	<b>Availability</b>
	<b><u>Seconded</u></b>					
	EK 40005	Gender Advisor	0	1	1	ASAP
	EK 40025	Joint Operations Officer/Police	0	5	5	2 ASAP, 2 in Nov, 1 in Dec 2018
	EK 40029	Knowledge Management Officer	0	1	1	ASAP
	EK 40031	Reporting Officer	0	2	2	ASAP
	EK 40043	Liaison/Coordination Officer - Training and Planning	1	0	1	ASAP
	EK 40201	Customs & Integrated Border Management Adviser	0	2	2	Dec-2018
	<b><u>Seconded/Contracted</u></b>					
	EK 40035	Legal Officer (Administration)	0	1	1	ASAP
	EK 40046	Forensic Doctor	1	0	1	Nov-2018
	EK 40053	Intelligence Analyst	0	1	1	Dec-2018
	EK 40086	Correctional Advisor	0	1	1	ASAP
	EK 40087	Correctional Monitor	0	1	1	ASAP
	EK 40091	Mobile Monitor (Justice)	0	1	1	ASAP
EK 40159	Close Protection Operator	0	2	2	1 in Nov, 1 in Dec-2018	

<b>Deadline for Applications:</b>	<b>19 October 2018 at 17:00 hours (Brussels time)</b>
<b>Applications must be submitted to:</b>	<p><b><u>1 - For seconded candidates by EU Member States:</u></b></p> <p style="text-align: center;"><a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></p> <p><b><u>2 - For contracted candidates from EU Member States:</u></b></p> <p style="text-align: center;"><a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a></p> <p><b><u>3 - For seconded and contracted candidates from Contributing Third States:</u></b></p> <p style="text-align: center;"><a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p>
<b>Information:</b>	<p>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p><b>Mr Jean Viala</b> <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a> Tel. +32 460 84 34 36</p>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **B. Recommended Requirements**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Information on the Outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion. The indicative period of the interviews is from 21 October to 2 November 2018.

## **E. Data Protection**

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

## **F. Job Descriptions**

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

<b>Position:</b> Gender Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40005 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Head of Mission/ Head/Deputy Head of Mission Secretariat	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Gender Advisor reports to the Head of Mission (HoM)/ Deputy Head of Mission (DHoM). This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

### 2. Main Tasks and Responsibilities:

- To provide strategic advice to the Head of Mission (HoM) / Deputy Head of Mission (DHoM) on developing, implementing, monitoring and evaluating the Mission's strategy on gender mainstreaming;
- To advise HoM/DHoM on the mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on 'Women, Peace and Security';
- To undertake systematic gender analysis of all aspects of the implementation of the Mission mandate, and provide when needed technical advice and expertise to mission Sections on how to mainstream a gender perspective into relevant policy, programmes and activities;
- To provide support to Gender Focal Points and coordinate the Gender Focal Points network;
- To provide inputs into relevant Mission reports, in coordination with relevant sections within the Mission as well as with other relevant external and civil society actors;
- To advise on and provide regular trainings to staff on issues of gender and security;
- To document and share best practices and lessons learned on gender mainstreaming in the Mission;
- To undertake any other related tasks as requested by the HoM / DHoM.

#### 3.1 Mission Specific Tasks and Responsibilities:

- To cooperate closely with the relevant Kosovo authorities in enhancing gender mainstreaming in Kosovo and encourage local authorities to implement a gender-sensitive policy;
- To liaise with the EU Office in Kosovo and with relevant bodies of the European Union in matters of gender mainstreaming relevant for CSDP missions;
- To advise the relevant Kosovo authorities in promoting and applying a professional and gender-sensitive management culture and working environment;
- To liaise and cooperate with other relevant international stakeholders (such as UN Women, UNMIK, KFOR, OSCE) and local stakeholders such as the Agency for Gender Equality and women's organisations on gender-mainstreaming issues. Liaise with the Mission monitors related to sexual and gender based violence.

### **3.2 Core Responsive Tasks and Responsibilities:**

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

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

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in the fields of Law or Social Science; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- At least 5 years of experience working with gender issues in an international context;
- Experience in research and analysis in the field of gender studies paired with excellent drafting skills in English.

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

- Substantial knowledge of the policy framework pertaining to gender, peace and security as relevant to the EU and in particular to CSDP Missions;
- Solid understanding of gender analysis and gender mainstreaming strategies;
- Documented skills on drafting and reporting;
- Strong networking and coordination skills;
- Motivated and flexible personality.

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

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

- Strong interpersonal skills with the ability to work in a multi ethnic/cultural environment without prejudices and predispositions;
- Ability to perform under stress and in difficult circumstances.



<b>Position:</b> Joint Operations Officer/ Police	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40025 Confirmed Vacancies: 5 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 2 ASAP; 2 in Nov-18; 1 in Dec-18.
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff/ Chief of Staff Office/ Joint Operations Room (JOR)	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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.

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

<b>Position:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40031 Confirmed vacancies: 2 Pending vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff/ Planning and Reporting Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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.

<b>Position:</b> Liaison/ Coordination Officer- Training/ Planning	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40043 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Pillar/ Office of the Head of Operations Pillar	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Liaison Coordination Officer – Training/ Planning reports to the Head of Operations Pillar.

### 2. Main Tasks and Responsibilities:

- To collect, disseminate and file information as required;
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports;
- To conduct both long term and urgent planning of all FPU trainings and police operation activities.
- To prepare, chair and take part in briefings about trainings with other units/departments/ components/organisations;
- To set priorities appropriately by adopting a systematic and methodical approach to information collection planning, using resources effectively and efficiently;
- 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 tasks as requested by the Head of Operations Pillar.

### 3. Mission Specific Tasks and Responsibilities:

- To support the Head of Operations Pillar 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 coordinate reporting and planning tasks and correspondence in the Operations Pillar including a quality control;
- To support the Head of Operations Pillar 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 Head of Operations Pillar;
- To identify and solve training problems under the guidelines of the Head of Operations Pillar;
- To collect and prepare training programmes under the supervision of the Head of Operations Pillar.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any field of Law Enforcement, Police Science or other related fields OR equivalent and attested police or/and military education; AND
- A minimum of 5 years of relevant professional police experience in the field of police training and planning of police operations, after having fulfilled the education requirements;
- Previous experience related to specialised units daily tasks and special operations;
- Authorised to carry and issued a personal weapon.

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

- Good interpersonal and communication skills.

**6. Desirable Qualifications and Experience:**

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

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

*N/A*



<b>Position:</b> Customs & Integrated Border Management (IBM) Advisor <sup>5</sup>	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40201 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Dec-18
<b>Pillar/Department/Unit:</b> Monitoring Pillar/ Dialogue Support Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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);

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<sup>5</sup> [This position is for a temporary deployment to the Dialogue Support Unit envisaged until 14 March 2019 or until a new decision is taken by Mission's Supervising Authority.](#)

- 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 f 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 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.

<b>Position:</b> Legal Officer (Administration)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 40035 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff/ Human Rights and Legal Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Legal Officer (Administration) reports to the Head of Human Rights and Legal Office.

### 2. Main Tasks and Responsibilities:

- To provide advanced legal expertise on legal issues pertaining to the Mission and its legal framework, status and mandate in accordance with the line management instructions;
- To provide advanced legal expertise on legal issues pertaining to, contracts relating to any legal or financial issues, contracts of employment, and other administrative legal issues;
- To liaise with international and local stakeholders in legal issues;
- To act as a member of various administrative appeal boards as defined in the respective Standard Operating Procedures;
- To act as a focal point for the disciplinary authority to ensure appropriate legal;
- To draft assessments and recommendations for the line management in relation to internal disciplinary and administrative proceedings;
- To carry out trainings related to general legal issues;
- To provide expertise on host country regulatory and other instruments, mechanisms and arrangements;
- To undertake any other tasks required by the Head of Human Rights and Legal Office.

### 3. Mission Specific Tasks and Responsibilities:

- To provide legal support on contractual and financial obligations/liabilities, as directed by the Head of the Office;
- To represent the Mission in arbitrations with external stakeholders coordinating the work of external legal counsels in litigation, as directed by the Head of the Office.

### 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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. at Master's level. The qualification must be in Law; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

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

- Good understanding and experience of public international law, European law, labour law.

**6. Desirable Qualifications and Experience:**

- Previous experience in working on both private and public sectors;
- Previous experience on downsizing and liquidation of an international Mission;
- Previous experience in international litigation;
- Experience as a practicing lawyer.

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

- Knowledge of the jurisprudence in Kosovo;
- Knowledge of the EU Financial Regulations including public procurement.

<b>Position:</b> Forensic Doctor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 40046 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Nov-2018
<b>Component/Department/Unit:</b> Operations Pillar/ Institute of Forensic Medicine	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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 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:

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: 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.

<b>Position Name:</b> Correctional Monitor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> EK 40087 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar/ Correctional Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Correctional Mobile Monitor reports to the Chief Correctional Unit/Advisor to the Head of Kosovo Correctional Services.

### 2. Main Tasks and Responsibilities:

- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to 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, accountability, human rights and gender issues, etc.;
- To report without delay to Chief Correctional Unit/Advisor to the Head of Kosovo Correctional Services, including recommendations on how to address the situation, in case of non-compliance;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To undertake any other related tasks as requested by the Chief Correctional Unit/Advisor to the Head of Kosovo Correctional Services.

### 3. Mission Specific 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) in the area of monitoring, mentoring and advising (MMA) Kosovo Correctional Services (KCS) covering all of Kosovo;
- To advise and mentor local counterparts, as required, in a structured manner in line with the Mission's planning documents; in particular, to advise KCS management in matters regarding internal/external security, daily operations and management; to advise on the treatment of prisoners to comply with European Best Practices and Human Rights standards; etc.;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local institutions with EULEX KOSOVO advice given at HQ level;
- To collect and collate "on the spot" performance statistics that relate to Kosovo's correctional services system, as part of the Mission's benchmarking processes covering all of Kosovo;
- Readiness to travel.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented with relevant professional training; AND
- A minimum of 5 years of relevant professional experience in Correctional Services, after having fulfilled the education requirements and the relevant professional training.



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

- Excellent interpersonal and communication skills, both written and oral;
- Strong team player with drive and the ability for innovative thinking and problem-solving;
- Ability to acquire, analyse and manage information from a variety of sources.

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position:</b> Intelligence Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> EK 40053 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Dec-18
<b>Division/Department/Unit:</b> Operations Pillar/ Criminal Intelligence and Cooperation Unit/ Analytical and Technical Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Intelligence Analyst 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 establish links between criminals and their activities, identify organised criminal networks, their modus operandi as well as weaknesses that can be exploited by law enforcement;
- To conduct telephone and financial data analysis as necessary;
- To maintain an overview of individual operations and give direction for on-going intelligence collection through the development of intelligence collection plans and the tasking of intelligence officers;
- To present results of analysis in the most appropriate format giving recommendations for action – in particular through the production of target packages for dissemination to operational law enforcement teams;
- To assist in the development of best practices for the handling and use of intelligence both within the office and with stakeholders;
- 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 Chief of Head of Criminal Intelligence and Cooperation Unit.

### 3. Mission Specific Tasks and Responsibilities:

- To collate, analyse and develop intelligence from a variety of sources relating to organised criminal groups impacting Kosovo;
- To produce as necessary, strategic assessments intended to give an overview of organised criminality within Kosovo and to inform policy level decision-making processes.

### 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 following fields of expertise: Law Intelligence, Criminology, Social Sciences, Mathematics or other related university studies OR an equivalent and attested police or/and military education;

- A minimum of 8 years of relevant professional experience in International Police Cooperation, after having fulfilled the education requirements;
- Extensive and progressive professional experience in intelligence issues and/or complex data.

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

- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Working knowledge of i2 products (iBase and analyst notebook);
- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal intelligence.

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

- Knowledge of Albanian and/or Serbian language;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Correctional Advisor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 40086 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar/ Correctional Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Correctional Advisor reports to the Chief of Correctional Unit/Advisor to the Head of Kosovo Correctional Services.

### 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 be embedded within the local institution, security permitting;
- 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 Mission Advisors as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Chief of the Correctional Unit/Advisor to the Head of Kosovo Correction Services.

### 3. Mission Specific 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), in the area of monitoring, mentoring and advising (MMA) the Kosovo Correctional Service (KSC);
- To monitor, mentor and advise the management of the KSC in the area of correctional management;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, accountability, corruption, human rights, etc.;

- In case of non-compliance, to report without delay to the Chief of Unit including recommendations on how to address the situation;
- To assist the other staff of the Correctional Unit in the conduct of their operations.

#### **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 OR equivalent correctional service education. The qualification should be in Law, Criminology or other related university studies AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 5 years of professional experience within the field of penitentiary systems.

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

- Very good interpersonal and communication skills, both written and oral;
- Ability to mentor and motivate local counterparts.

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

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

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

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

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

### 1. Reporting Line:

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;
- A minimum of 3 years of relevant professional experience 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.

<b>Position:</b> Close Protection Operator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Assistant Level (MSAL)
<b>Ref. Number:</b> EK 40159 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in Nov-18 1 in Dec-18
<b>Pillar/Department/Unit:</b> Security and Safety Department/ Mission Security/ Close Protection Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Close Protection Operator reports to the 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;
- A minimum of 2 years of experience 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