

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 1-2017 Call for Contributions</b>						
<b>Organisation:</b>	<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)</b>					
<b>Job Location:</b>	<b>Western Balkans Region (Kosovo)</b>					
<b>Employment Regime:</b>	<b>Seconded, Seconded/Contracted</b>					
<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 30013	Head of Regional Liaison Office in Belgrade	0	1	1	ASAP
	EK 30035	Chief of Joint Operations Room	0	1	1	Jun 2017
	EK 30036	Joint Operations Officer/Police	0	1	1	Jun 2017
	EK 30037	Joint Operations Officer / Safety & Security Department	0	1	1	Jun 2017
	EK 30057	Legal Officer	0	1	1	ASAP
	EK 30112	Liaison/Coordination Officer	0	1	1	ASAP
	EK 30125	EU Office for Criminal Intelligence Desk Officer/ Office Manager	0	1	1	Jul 2017
	EK 30137	Organized Crime Investigation Officer	0	4	4	1 in Jun 2017 1 in Jul 2017 2 in Aug-2017
	EK 30138	War Crimes Investigation Officer	3	2	5	3 in Jun 2017 2 in Jul 2017
EK 30187	Mobile Advisor	0	2	2	ASAP	

	EK 30206	Correctional Advisor	1	0	1	ASAP
	EK 30215	Head of Advisory Unit Police and Border Matters	0	1	1	June 2017
	EK 30219	Advisor to Department of Investigations	1	0	1	Jun 2017
	EK 30222	Advisor to Department for Operations (including Specialized Unit and Public Safety)	1	0	1	Jun 2017
	EK 30227	Multifaceted Mobile Team Border Police Advisor	0	1	1	ASAP
	<b><u>Seconded/Contracted</u></b>					
	EK 30022	Financial Verification Officer	0	1	1	ASAP
	EK 30059	Legal Adviser for Administration Issues*	1	0	1	ASAP
	EK 30077	Prosecutor	1	1	2	ASAP
	EK 30078	Legal Officer	0	1	1	ASAP
	EK 30098	Criminal Judge at Mitrovica Basic Court level	0	2	2	ASAP
	EK 30100	Criminal Judge at Mobile Unit	0	1	1	Aug 2017
	EK 30101	Legal Officer at Mobile Unit	0	1	1	ASAP
	EK 30123	EU Office for Criminal Intelligence Analyst	0	2	2	1 ASAP, 1 in Aug-2017
	EK 30139	IT Forensics Officer	0	1	1	ASAP
	EK 30207	Correctional Mobile Monitor	0	1	1	ASAP
	EK 30247	Finance and Accounting Officer*	1	0	1	ASAP
	EK 30258	International Doctor	0	1	1	ASAP
	EK 30268	Human Resources and Recruitment Officer	0	1	1	Jun 2017

\* Pending completion of the selection process

	EK 30326	Close Protection Operator	0	2	2	1 in Jul, 1 in Aug
	EK 30331	Security Information Analyst	1	0	1	ASAP
<b>Deadline for Applications:</b>	03 April 2017 at 17:00 hours (Brussels time)					
<b>E-mail Addresses to send the Job Application Form to</b>	<p><b>For seconded candidates:</b> Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. <b>It is essential that both the job title AND the corresponding reference number are clearly marked in the form.</b> No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded. <b>National Authorities</b> nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</p> <p style="text-align: center;"><b>Civilian Planning and Conduct Capability (CPCC)</b> <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p> <p><b>For contracted candidates:</b> Interested candidates, who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use exclusively the online application form, posted in</p> <p style="text-align: center;"><a href="https://internationalrecruitment.eulex-kosovo.eu">https://internationalrecruitment.eulex-kosovo.eu</a></p> <p><b>No applications using Annex 2 will be accepted.</b> Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt. Only one application form per candidate will be accepted.</p>					
<b>Information:</b>	<p><b>General aspects:</b> If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority. No further documentation besides the standard application form is necessary. Additional information can be obtained from the EULEX KOSOVO website (<a href="http://www.eulex-kosovo.eu">http://www.eulex-kosovo.eu</a>) or from the following contacts:</p> <p>For questions from national authorities:</p> <p style="text-align: center;"><b>Ms Antigone MARANA</b> cpcc.eulexkosovo@eeas.europa.eu <b>Tel: +32 (0)2 584 2630</b></p> <p>For questions from individual applicants:</p> <p style="text-align: center;"><b>EULEX KOSOVO/Human Resources</b> HumanResources@eulex-kosovo.eu <b>Tel: +381 38 78 ext. 8878, 6846, 6337</b></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 approval of 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\*.

**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.

**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.

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\* Canada, Norway, Switzerland, Turkey and United States of America

**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\*** – 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>†</sup> or equivalent.

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

## **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

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

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

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

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 07 April 2017 until 28 April 2017.

#### **E. 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> Head of Regional Liaison Office	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30013 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Office of the Head of Mission/ Regional Liaison Office in Belgrade	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Head of Regional Liaison office reports to the Head of Mission.

### 2. Main Tasks and Responsibilities:

- To direct and supervise the work of the Regional Liaison Office in Belgrade and its interaction with the Serbian authorities, and to coordinate the tasking to the staff of the Office;
- To represent the Mission at the appropriate level in Belgrade, with a particular emphasis on relations with the office of the President, the office of the Prime Minister, the office of the Minister without Portfolio in charge for European Integration, the Ministry of the Interior, the Ministry of Justice, the Ministry of Finance, the Ministry of Defence, the Office for Kosovo and the Ministry of Foreign Affairs as well as with major political parties and their representatives and civil society;
- To represent the Mission in meetings of EU Heads of Mission in Belgrade and in other relevant meetings;
- To monitor and report on political developments in Serbia with specific relevance to the Mission's work;
- To monitor and influence developments of relevance for the implementation of EULEX KOSOVO mandate;
- To act as focal point in Belgrade for the on-going Belgrade-Pristina dialogue and to liaise closely with Serbian counterparts engaged in this process, within the scope of the implementation of EULEX KOSOVO mandate;
- To provide advice and support to the Head of Mission as required;
- To maintain close contact and liaison with EU operations and representatives in Belgrade and Pristina and with the EEAS, Council and relevant Commission Services in Brussels, through the Mission chain of command;
- To undertake any other related tasks as requested by the Head of Mission.

### 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 any of the fields of Political Sciences, International Relations, Diplomacy, Law, History, Social Sciences, Economics or other related university studies; AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the educational requirements;

- At least 5 years of working experience in a policy analytical and/or implementation position in a national or international context, including a minimum of 3 years of progressively responsible professional experience at management level.

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

- To be able to manage and motivate multinational and multicultural team;
- To be a good team-worker and have good communication and interpersonal skills;
- Very good analytical, networking and diplomatic skills.

**6. Desirable Qualifications and Experience:**

- Ability to perform under stress and in difficult circumstances.

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

*N/A*



<b>Position:</b> Chief Joint Operations Room	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30035 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jun 2017
<b>Division/Department/Unit:</b> Office of the Chief of Staff/Chief of Staff Office/Joint Operations Room	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Chief Joint Operations Room reports to the Chief of Staff, while cooperating closely with the Senior Mission Security Officer and the Deputy Head of Executive Division (Head of Executive Police) for their areas of responsibility.

### 2. Main Tasks and Responsibilities:

- To direct and supervise the work of the Joint Operations Room (JOR) to ensure delivery of tasks as set out in planning documents;
- To oversee the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff in line with the relevant SOPs;
- To oversee the collection, compilation, analysis, assessment and timely dissemination of information relevant for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To oversee the production of reports, updates and other documents, as required, as well as to brief Mission management on a regular basis on developments relevant for the implementation of the Mission mandate as well as the general security situation;
- To ensure a proper information flow to the Watchkeepers' Capability;
- To contribute to planning activities of Security and Safety Department and Executive Police;
- To oversee the appropriate manipulation of secure communication means;
- To undertake any other related tasks as requested by the Chief of Staff.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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, Law Enforcement, Law, Public Administration, or other related university studies OR equivalent and attested police or/and military education or training; AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which at least 5 years of experience at management level and at least 3 years of experience as operator or manager of a joint operations room or similar structure in a security organisation;
- Senior Law Enforcement Officer;
- Experience in planning security and/or police operations;
- Experience in planning and implementing projects;
- Experience in handling EU classified information.

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

- Excellent analytical, organisational, planning, and time-management skills;
- Good presentation skills;
- Ability to perform under stress and in difficult circumstances.

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

<b>Position:</b> Joint Operations Officer /Police	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30036 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jun 2017
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ EULEX KOSOVO Joint Operation Room	<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 Deputy Head of Executive Division (Head of Executive Police).

### 2. Main Tasks and Responsibilities:

- To act as Duty Police Commander on behalf of the Head of Executive Police 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 SOPs;
- To oversee the continuous maintenance, execution and evaluation of protocols related executive police operations or incidents;
- To manage and coordinate actions between Police Units and other units/departments/divisions/organisations;
- To collect, compile, analyse, assess and disseminate - jointly with the Joint Operations Officer/SSD - information relevant for Executive Police 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 Executive Police;
- 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 liaise with all relevant international and local counterparts, collate and verify information received in policing area of expertise;
- To maintain close daily cooperation with the Liaison/Coordination Officers in the Office of the Deputy Head of Executive Division (Head of Executive Police);
- To assist Joint Operation Officers/SSD as required;
- To undertake any other related task as requested by Chief of Joint Operations Room.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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 7 years of relevant professional experience, after having fulfilled the educational requirements, out of which at least 3 years of experience in management level;

- Senior Law Enforcement Officer/Command level;
- At least 1 year of experience as manager of a joint operations room or similar structure in a security organisation;
- 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> Joint Operations Officer/SSD	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30037 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jun 2017
<b>Division/Department/Unit:</b> Office of the Chief of Staff/ EULEX KOSOVO Joint Operations Room	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Joint Operations Officer 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 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 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 and 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 be responsible to coordinate all helicopter operations, including the necessary liaison with the relevant KFOR points of contact;
- To contribute to the production/maintenance of the (JOR) contact lists, emergency notification charts including check lists and other databases, reports or briefings;
- To maintain the (JOP) 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 SOPs;
- 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 the Security and Safety Department;
- To alert and inform senior management and respective Security and Safety Department staff of important developments;
- To assist Joint Operation Room Police Operators as required;
- To undertake any other related tasks as requested by the Chief of the Joint Operations Room.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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 6 years of relevant professional experience, after having fulfilled the educational requirements;
- Relevant experience in handling EU classified information.

**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.

**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.

<b>Position:</b> Legal Officer	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> EK 30057 Confirmed Vacancies:1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Office of the Chief of Staff/Human Rights and Legal Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To contribute on the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To support the Head of Office in acting as focal point for all legal matters relating to the Mission;
- To prepare legal advice and assistance on these matters, on legal questions related to of Mission policies and operations as well as disciplinary matters and privileges and immunities;
- To prepare advice on applicable international and European legal standards and EU best practices;
- To draft technical arrangements with external interlocutors, standard operating procedures, legal and administrative guidelines, and correspondence;
- To support the Head of Office in coordinating the Mission's input in the drafting process of relevant local legislation in support of the EUSR/EU Office in Kosovo efforts, including by analysing local legislation and drafting opinions on the legal system in Kosovo and identifying possible areas for improvement;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate, as appropriate, with other stakeholders within and outside the Mission;
- To undertake any other related tasks as required by the Head of Human Rights and Legal Office.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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 field of Law; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation, including drafting and appraisal of legislation.

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

- Ability to perform under stress and in difficult circumstances.

### 6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Post-graduate degree in law and successful completion of any related national legal qualification examinations;
- Experience in the area of Justice and Rule of Law and knowledge of criminal law, civil law, international law and administration of justice.

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

*N/A*



<b>Position:</b> Liaison/Coordination Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30112 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Executive Division/ Executive Police/ Office of the Deputy Head of Executive Division (Head of Executive Police)	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Liaison/Coordination Officer reports to the Deputy Head of Executive Division (Head of Executive Police).

### 2. Main Tasks and Responsibilities:

- To support the Deputy Head of Executive Division (Head of Executive Police) 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 Executive Division (Police) 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 Deputy Head of Executive Division (Head of Executive Police);
- To support the Deputy Head of Executive Division (Head of Executive Police) 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 Deputy Head of Executive Division (Head of Executive Police);
- To undertake any other tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

### 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.

<b>Position:</b> EU Office for Criminal Intelligence Desk Officer/Office Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30125 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jul 2017
<b>Component/Department/Unit:</b> Executive Division/Executive Criminal Investigations Department/ EU Office for Criminal Intelligence/Analytical and Technical Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The EU Office for Criminal Intelligence Desk Officer/Office Manager reports to the Chief of EU Office for Criminal Intelligence (EUOCI).

### 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) in the area the Mission executive mandate;
- To act as the focal point for receiving, developing and disseminating information/intelligence in accordance with the EUOCI policy;
- To maintain records in order to assist in the provision of information management;
- To provide quality control and to ensure that it complies with the EUOCI policy;
- To act as the Office Manager with direct responsibility for the daily operations of the EUOCI and to be the Line Manager for staff in the Research Cell;
- To maintain and develop a wide range of contacts with individuals and organisations;
- To liaise with Regional Intelligence Officer;
- 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 requested by the Chief of EUOCI.

### 3. Mission Specific Tasks and Responsibilities:

*N/A*

### 4. Essential Qualifications and Experience:

- Level of secondary education attested by a diploma complemented by Police training;
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Extensive and progressive professional experience in intelligence issues and/or complex data.

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

*N/A*

### 6. Desirable Qualifications and Experience:

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

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

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

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

<b>Position:</b> Organised Crime Investigation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30137 Confirmed Vacancies: 4 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in Jun 2017, 1 in Jul 2017, 2 in Aug 2017
<b>Component/Department/Unit:</b> Executive Division/ Executive Criminal Investigations Department/ Organised Crime Investigation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Organised Crime Investigation Officer will report to the Chief of Organised Crime Investigation Unit (OCIU).

### 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) in the area of the Mission executive mandate;
- To conduct crime investigations and intelligence gathering throughout Kosovo;
- To interview witnesses and suspects, develop investigation strategies and carry out arrest/search operations, under the supervision of prosecutors;
- To attend crime scenes, exhumations and other locations day or night to gather evidence effectively;
- To be flexible resource in a multi-disciplinary team prepared to work in a variety of roles to ensure a successful law enforcement outcome;
- 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 OCIU.

### 3. Mission Specific Tasks and Responsibilities:

- Authorised to carry and issued a personal weapon.

### 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 Enforcement, Law, Police Science or other related fields OR equivalent and attested Police or/and Military education; AND
- A minimum of 5 years of relevant and proven fulltime professional experience on serious, criminal investigations, after having fulfilled the education requirements.

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

- Knowledge in intelligence handling and covert measures.

### 6. Desirable Qualifications and Experience:

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

- Specialist investigative experience such as financial crime, telecommunications interception, computer forensic examination, intelligence gathering or other skills useful in the investigation of serious and complex crime investigations;
- Experience in investigating organised crime;
- Driving licence of category C.

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

- Ability to perform under stress and in difficult circumstances;
- Knowledge of working practices in intelligence systems or organisations such as Interpol, Europol;
- Excellent interpersonal and communication skills, both written and oral.

<b>Position:</b> War Crimes Investigator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30138 Confirmed Vacancies: 2 Pending Vacancies: 3	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 3 in Jun 2017, 2 in Jul 2017
<b>Component/Department/Unit:</b> Executive Division/Executive Criminal Investigations Department/ War Crimes Investigation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The War Crimes Investigator will report to the Chief of War Crimes Investigation Unit (WCIU).

### 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) in the area of the Mission executive mandate;
- To conduct crime investigations and intelligence gathering throughout Kosovo;
- To interview witnesses and suspects, develop investigation strategies and carry out arrest/search operations, under the supervision of prosecutors;
- To attend crime scenes, exhumations and other locations day or night to gather evidence effectively;
- To be flexible resource in a multi-disciplinary team prepared to work in a variety of roles to ensure a successful law enforcement outcome;
- 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 WCIU.

### 3. Mission Specific Tasks and Responsibilities:

- Authorised to carry and issued a personal weapon.

### 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 Enforcement, Law, Police Science or other related fields OR equivalent and attested Police or/and Military education; AND
- A minimum of 5 years of relevant and proven fulltime professional experience on serious, criminal investigations, after having fulfilled the education requirements.

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

- Knowledge in intelligence handling and covert measures.

### 6. Desirable Qualifications and Experience:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;

- Specialist investigative experience such as financial crime, telecommunications interception, computer forensic examination, intelligence gathering or other skills useful in the investigation of serious and complex crime investigations;
- Experience in investigating war crimes;
- Driving licence of Category C.

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

- Knowledge of working practices in intelligence systems or organisations such as Interpol, Europol;
- Serbian or Albanian language skills;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances
- Excellent interpersonal and communication skills, both written and oral.



<b>Position:</b> Mobile Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> EK 30187 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Strengthening Division/Advisory Unit on Justice Matters	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Mobile Advisor reports to the Chief of Advisory Unit on Justice Matters.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for Rule of Law/Justice matters;
- In close coordination with the Mission's Executive Division, to advise on the promotion of RoL/Justice aspects among host state 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 develop and organise integrated workshops to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system;
- 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 perform any other task as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To monitor selected cases processed by the criminal justice system in accordance with a plan elaborated by the Mission
- As required to advise and mentor local counterparts in the administration of criminal justice in a structured manner and in line with the Mission's planning documents;
- 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, minority groups, human rights and gender issues;
- 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 5 years of relevant professional experience, after having fulfilled the education requirements, out of which at least 3 years of experience in advanced monitoring of judiciary, including trial monitoring;
- Experience gained by additionally obtaining an advanced (Master's) degree in Law will be counted towards the minimum relevant work experience;
- Experience in RoL/justice aspects, in particular in a post-conflict environment/ SSR process.

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

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation and interpersonal skills;
- Sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process.

**6. Desirable Qualifications and Experience:**

- Experience as a practising lawyer;
- Experience in criminal justice reform either domestically or internationally;
- LLM in human rights and/or criminal law.

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Correctional Advisor	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> EK 30206 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Strengthening Division/ 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 Advisor (Correctional Unit) reports to the Chief of Correctional 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), in the area of monitoring, mentoring and advising (MMA) the Kosovo Correctional Service;
- To monitor, mentor and advise the management of the Kosovo Correctional Service 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;
- 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 the Correctional Unit.

### 3. Mission Specific Tasks and Responsibilities:

#### 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, Criminology or other related university studies; AND
- A minimum of 10 years of relevant professional experience, after having obtained the relevant degree/qualification.

#### OR

- Equivalent Correctional Services education and, after having obtained the equivalent education, at least 10 years of relevant education requirements out of which at least 5 years at management level.
- At least 7 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.

#### 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;
- 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> Head of Advisory Unit Police and Border Matters	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30215 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jun 2017
<b>Division/Department/Unit:</b> Strengthening Division/ Advisory Unit Police and Border Matters	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Head of the Advisory Unit Police and Border Matters reports to the Head and Deputy Head of Strengthening Division.

### 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) on the strategic and operational level as appropriate;
- 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 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 local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate, in particular with the Deputy Head of Executive Division (Police), the Chief of the Advisory Unit Justice Matters, Chief of Correctional Unit and the Chief of Advisory Unit on Internal Matters;
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities:

- To support the development of Kosovo Police in the field of CSSR through mentoring, monitoring and advising;
- To be the key interlocutor with the Kosovo Police Director General;
- To develop policies in line with Kosovo Police;
- To undertake any other related task as requested by the Head of Mission, Head or Deputy Head of Strengthening Division.

### 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 any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; OR police or military equivalent education or training; AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which at least 3 at a management level;

- Proven effective and extensive police experience at middle and upper management at a strategic level;
- Strong managerial track record, particularly in change management.

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

- Proven ability to mentor and motivate local counterparts;
- Extensive knowledge of Intelligence led Policing;
- Understanding of police, borders and customs in a CSSR setting.

**6. Desirable Qualifications and Experience:**

- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multi-national and international organisations;
- To be trained, authorised and equipped with firearm for deployment in the north of Kosovo.

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

- Driving license of Category C;
- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Advisor to Department for Investigations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30219 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jun 2017
<b>Division/Department/Unit:</b> Strengthening Division/ Advisory Unit Police and Border Matters /Kosovo Police - Central Advisors	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Advisor to Department for Investigations reports to the Advisor to Deputy Director General Operations.

### 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 Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities:

- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA) at the central and regional management levels, in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to major and serious criminal offences in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice to support, to mentor and monitor national staff in relation to initiating pro-active and re-active operations to reduce and disrupt major and organised crime within Kosovo and to provide guidance with complex and diverse enquiries;
- To assist KP in developing professional working relationships with neighbouring states and other European countries in order to increase cooperation in the investigation of cross border major and organised crime;

- To coordinate closely with other relevant organisational units and in particular with the Advisor to Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Coordinator;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To perform the function of First Line Manager for Thematic Advisors;
- To undertake any other related tasks as requested by the Advisor to Deputy Director General Operation.

#### **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 Law, Business or Public Administration, Management or other related university studies OR police or military equivalent education; AND
- A minimum of 5 years of relevant professional experience possibly in Border Police matters, after having fulfilled the education requirements;
- Indicative rank: minimum Major / Chief Inspector, or equivalent (preferably experienced as a “Divisional Crime Manager”, “Central Crime Manager” or “Serious and Organised Crime Senior Investigator”);
- At least 3 years of experience as a supervisor/manager of a unit or a team within the required field of specialisation;
- Supervisory experience of major case handling.

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

- Excellent personal and communications skills, both written and oral.

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

- To be trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of category C;
- Knowledge of Albanian and/or Serbian language.

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

- Knowledge of project management theories and practises;
- 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;
- Ability to perform under stress and in difficult circumstances.



<b>Position:</b> Advisor to Department for Operations (including Specialised Units and Public Safety)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30222 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Jun 2017
<b>Division/Department/Unit:</b> Strengthening Division/ Advisory Unit Police and Border Matters /Kosovo Police - Central Advisors	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Advisor to Department for Operations (including Specialised Units and Public Safety) reports to the Advisor to the Deputy Director General of Operations.

### 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 Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities:

- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA) at the central and regional management levels, in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to general policing issues in line with Mission mandate and priorities;
- To provide technical, tactical and constructive advice, and to support, mentor and monitor KP leadership in relation to initiating pro-active and re-active approach in the field of general policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities;

- To assist the KP Head of Specialised Units Division in key areas such as finance, human resources, operations, coordination/support to police functions involving the Specialised Units in line with Mission Implementation Plan (MIP);
- To coordinate closely with other relevant organisational units and in particular with the Advisor to Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Commander;
- 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 Advisor to Deputy Director General of Operations;
- To support the development of KP Religious and Cultural Heritage Sites (RCHS) Unit and monitor its SOPs and strategies.
- To be authorised to carry and issued a personal weapon.

#### **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, Business Administration, Economy, Law, Public Administration or other related field OR police or military equivalent education; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- At least 3 years of experience at the command level within the required field of specialisation;
- Indicative rank: minimum Major / Chief Inspector, or equivalent;

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

- Excellent personal and communications skills, both written and oral;
- Ability to mentor and motivate local counterparts;
- Very good mediation and excellent interpersonal skills.

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

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

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

- Knowledge of project management theories and practices;
- 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;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Multifaceted Team Border Police Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30227 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Strengthening Division/ Advisory Unit Police and Border Matters / Multifaceted Mobile Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Multifaceted Mobile Team Border Police Advisor reports to the Multifaceted Mobile Team Coordinator.

### 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 Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities:

- To work as a Multifaceted Mobile Team Border Police Officer travelling within the area of operations to advise on or review current Kosovo Police (KP) procedures and providing advice and direction to KBP on strategic level;
- To provide policy advice and technical expertise from a multi-disciplinary perspective on a variety of border police related practices and management issues, particularly on matters related to the management of the border crossings, administrative boundary line and cross border inter agency co-operation;
- To work as part of a multifaceted team lead functional activity within the field of their expertise;
- To work as part of a multifaceted team support Police and Customs advisors in their functional activity
- To review the documented policies in Kosovo Border Police (KBP), looking closely at the code of ethics and provide a Strategic Risk Assessment;
- To conduct specific thematic inspections and performance assessment tasks on Kosovo Border Crossing Points and Stations in support of the Mission's efforts to address areas of structural

weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;

- To assess the achievements of KBP in meeting the benchmarks set in the Visa Liberalisation Roadmap and providing assistance in such activities when needed;
- To assist KBP with the implementation of the agreements reached through the Dialogue between Belgrade and Pristina;
- To assist KBP with the implementation of international and bilateral principles and agreements in relation to Border Management in cooperation with neighbouring countries through the existing Coordination Centres;
- To MMA KBP on principles and agreements between Belgrade and Pristina (e.g. participation in meetings);
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To liaise with other stakeholders providing technical and policy advice on border security and management issues;
- To establish and maintain contacts with other organisations monitoring and compiling an overview of their border-related activities and identifying possible partners;
- To undertake any other related tasks as requested by the Chain of Command.

#### **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 Law, Business or Public Administration, Management or other related university studies OR police or military equivalent education; AND
- A minimum of 5 years of relevant professional experience possibly in Border Police matters, after having fulfilled the education requirements;
- At least 3 years of experience at management level;
- Proven experience in specialised areas: Schengen Borders Code and Integrated Border Management;
- Proven experience as facilitator in cross border meetings related to international Border/Boundary agreements;
- Driving license of category C.

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

- Good understanding of Intelligence Lead Policing;
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- Ability to perform under stress and in difficult circumstances.

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

- International experience, particularly in crisis areas with multi-national and international organisations in the field of Border Policing;
- Experience in designing and delivering training;
- Experience in project management.

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

- 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 and Western Balkans;
- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Verification Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> EK 30022 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Verification Officer reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations, for example the Financial Regulations, Guide to Missions, European Commission's Communication related to the employment of international and local staff etc;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To undertake any other related tasks as requested by line management.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification at the level 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 must be in at least one of the following fields of expertise: Law, Audit, Economics, Finance, Accounting or Banking and Insurance; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

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

- Excellent analytical, research and problem-solving skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems.

### 6. Desirable Qualifications and Experience:

- Experience in strategic management and/or public administration.

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

Good knowledge and/or in strategic management and/or public administration.

<b>Position:</b> Legal Adviser for Administration Issues	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 30059 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Legal Adviser reports to the Chief of Staff. The incumbent will also give direct advice to the Head of Mission (HoM), Deputy Head of Mission (DHoM) and Head of Mission Support Department (HoMSD) when requested.

### 2. Main Tasks and Responsibilities:

- To provide advanced legal expertise and advice on legal issues pertaining to the Mission and its legal framework, status and mandate;
- To draft legal guidelines for the Mission in accordance with line management instructions;
- To exercise oversight in all legal aspects in the Mission, including but not limited to operational issues, 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 draft assessments and recommendations for the line management in relation to internal disciplinary and administrative proceedings;
- To plan and carry out trainings related to general legal issues;
- To provide advice on Host country regulatory and other instruments, mechanisms and arrangements;
- To undertake any other tasks required by the Chief of Staff.

### 3. Mission Specific Tasks and Responsibilities:

- To provide direct counsel to the HoM, DHoM, CoS and HoMSD on contractual and financial obligations/liabilities;
- To represent the Mission, the HoM in arbitrations with external stakeholders coordinating the work of external legal counsels in litigation;
- To give legal advice on downsizing and liquidation 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 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 practising lawyer.

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

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

<b>Position Name:</b> Prosecutor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 30077 Confirmed Vacancies: 1 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division/ Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/Basic Prosecution Office Mitrovica	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Prosecutor reports to the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor).

### 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), in particular with regard to the investigation and prosecution of cases falling within the Mission's executive mandate, in the Kosovo prosecution office to which they are assigned;
- To build Kosovo capacities in his/her field of expertise through the cooperation with Kosovo counterparts, especially in mixed teams, and in the form of peer-to-peer cooperation by exchanging views and sharing best European practices, on an individual basis as well as with regards to all aspects of prosecutorial functions;
- 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 Head of Executive Division (Chief EULEX KOSOVO Prosecutor).

### 3. Mission Specific Tasks and Responsibilities:

- Readiness to travel.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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 the field of Law; AND
- After having fulfilled the educational requirements, a minimum of 5 years of experience as full-time prosecutor acting in criminal cases.

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

N/A

### 6. Desirable Qualifications and Experience:

- Ability to perform under stress and in difficult circumstances.

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

N/A



<b>Position:</b> Legal Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> EK 30078 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division/ Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/Basic Prosecution Office Mitrovica	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Legal Officer reports through the respective Chain of Command to the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor).

### 2. Main Tasks and Responsibilities:

- To assist the EULEX KOSOVO Prosecutors in pre-trial, trial or appellate proceedings;
- To conduct legal research using multiple research sources and provide advice on the applicable law, international human rights principles and humanitarian law concerning cases of serious crimes;
- To assist the EULEX KOSOVO Prosecutor and Police with pre-trial analysis, legal assessment and organisation of evidence, including investigation documents such as medical, forensic, police, military, and investigation reports and witness statements;
- To prepare or assist in the preparation of legal submissions (including indictments, briefs, motions/responses/replies, correspondence, memoranda etc;) in the course of investigations and prosecutions;
- To liaise on behalf of the EULEX KOSOVO Prosecutor with the Police, Investigators, Registry, Judges, their Legal Officers and assist in fulfilling the Office of the Prosecutor's pre-trial obligations towards the Defence;
- To prepare or assist the EULEX KOSOVO Prosecutor in strategies to maximise the efficacy and economy of the presentation of evidence;
- To coordinate and supervise other support staff members, such as administrative assistants and interpreters/translators;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor).

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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 field of Law; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the educational requirements, out of which at least 3 years of experience in the field of criminal law.

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

- Excellent interpersonal and communication skills, both written and oral;

- Ability to perform under stress and in difficult circumstances.

**6. Desirable Qualifications and Experience:**

- To have successfully passed the Bar Exam.

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

*N/A*

<b>Position:</b> Criminal Judge at Mitrovica Basic Court level	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 30098 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division/ EULEX KOSOVO Judges/ Mitrovica Basic Court	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Criminal Judge at the Mitrovica Basic Court level reports to the President of EULEX KOSOVO Judges.

### 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), in particular with regard to adjudication at Mitrovica Basic Court;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Mitrovica Basic Court;
- To build local capacities through the work in mixed teams with local counterparts and through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To contribute to EULEX KOSOVO Judges' efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams;
- To undertake any other related tasks as requested by the President of EULEX KOSOVO Judges.

### 3. Mission Specific Tasks and Responsibilities:

- Staff member is expected to live in the north.

### 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 the field of Law; AND
- A minimum of 5 years of relevant professional experience in criminal/civil trials, after having fulfilled the educational requirements.

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

N/A

### 6. Desirable Qualifications and Experience:

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

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

N/A

<b>Position:</b> Criminal Judge at Mobile Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 30100 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> August 2017
<b>Component/Department/Unit:</b> Executive Division/EULEX KOSOVO Judges/ Mobile Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Criminal Judge at Mobile Unit reports to the President of EULEX KOSOVO Judges.

### 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), in particular with regard to adjudication at Basic Court level throughout Kosovo;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Basic Courts;
- To build local capacities through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions through the work in mixed teams with local counterparts;
- To contribute to the Assembly’s efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams;
- To be ready to travel in order to fulfil the tasks associated to his/her position;
- To undertake any other related tasks as requested by the President of EULEX KOSOVO Judges.

### 3. Mission Specific Tasks and Responsibilities:

- Readiness to travel.

### 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 the field of Law; AND
- A minimum of 5 years of relevant professional experience in criminal/civil trials, after having fulfilled the educational requirements;
- At least 5 years of experience as full-time judge in criminal/civil trials.

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

- Ability to perform under stress and in difficult circumstances.

### 6. Desirable Qualifications and Experience

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

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

N/A

<b>Position:</b> Legal Officer at Mobile Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> EK 30101 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division/ EULEX KOSOVO Judges/ Mobile Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Legal Officer at Mobile Unit reports to EULEX KOSOVO Judges at the Mobile Unit for Basic Court Level.

### 2. Main Tasks and Responsibilities:

- To support EULEX KOSOVO Judges in their contribution to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Mobile Unit for Basic Court Level;
- To support EULEX KOSOVO Judges assigned at the Mobile Unit in pre-trial, trial or appeal proceedings;
- To analyse complex cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law concerning cases of serious crimes or civil law cases to EULEX KOSOVO Judges, based on thorough legal research;
- To assist the EULEX KOSOVO Judges with legal assessment and evaluation of evidence, review, analyse and advise on all court and investigation documents;
- To prepare or assist with the preparation of legal submissions, including legal opinions, briefs, memoranda, decisions, orders, verdicts and other legal documents, and if working with EULEX KOSOVO Judges in Criminal Law, to also assist with the preparation of summons, arrest warrants, motions, and responses to motions;
- To participate, advise and assist the EULEX KOSOVO Judges in hearings, trials and processing of evidence and documents submitted during the trial;
- To coordinate and supervise other court support staff members, such as administrative assistants, court recorder and interpreters/translators;
- To liaise on behalf of the EULEX KOSOVO Judge with (a) the Police, Prosecutors, their Legal Officers, Registry and Defence (Criminal Law) or (b) the Parties and Registry (Civil Law);
- To undertake any other related tasks as requested by the EULEX KOSOVO Judges at the Mobile Unit.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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 Law; AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience with at least 4 years of professional experience in the field of criminal and/or civil law;
- Experience in the field of drafting decisions in criminal and/or civil cases.

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

*N/A*

**6. Desirable Qualifications and Experience:**

- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- International experience, particularly in crisis areas with international organisations and in an international court.

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

*N/A*

<b>Position:</b> EU Office for Criminal Intelligence Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> EK 30123 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP; 1 in Aug 2017
<b>Division/Department/Unit:</b> Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence/Analytical and Technical Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The EU Office for Criminal Intelligence Analyst reports to the Chief of EU Office for Criminal Intelligence (EUOCI).

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

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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 equivalent and attested Police or/and Military education; AND

- 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;
- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.



<b>Position:</b> IT Forensics Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level
<b>Ref. number:</b> EK 30139 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division / Executive Criminal Investigations Department / Organised Crime Investigation Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to contributing third States:</b> No

### 1. Reporting Line:

The IT Forensics Officer reports to the Chief of Organised Crime Investigation Unit.

### 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 executive mandate;
- To ensure compliance with established policies and procedures, including applicable laws in Kosovo and Internationally accepted human rights standards, in the forensic examination of IT and related equipment;
- To examine computers, digital storage and mobile phones;
- To ensure evidence search, forensically examine and recover data, and make reports and presentations in a way that can be used as evidence in an investigation;
- To be present during operational searches and to give specialist advice to investigators in the recovery of IT equipment and/or data at the scene of a search;
- To work alongside and support investigators as a specialist forensics investigator;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To provide service and maintenance to IT-forensics equipment;
- To undertake any other related tasks as requested by the Chief of Organised Crime Investigation Unit.

### 3. Mission Specific Tasks and Responsibilities:

- Authorized to carry and issued a personal weapon.

### 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: IT, Forensics, Telecommunications 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 education requirements;
- Extensive and progressive experience in IT-forensics and with a background in Law Enforcement agencies;
- Experience in working with forensic tools such as ;XRY or Cellebrite for extracting information from mobile telephones.

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

- Comprehensive knowledge and evidenced experience of using common forensic software such as Encase or FTK;
- Sufficient knowledge in maintenance of computers and networking;

**6. Desirable Qualifications and Experience:**

- ;International experience, particularly in crisis areas with multi-national and international organisations;
- Previous international policing experience in Missions;

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

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

<b>Position Name:</b> Correctional Mobile Monitor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> EK 30207 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Strengthening Division/ 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.

### 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) in the area of monitoring, mentoring and advising (MMA) Kosovo Correctional Services (KCS) as part of a Mobile Team covering all of Kosovo; 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 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 report without delay to Chief Correctional Unit, including recommendations on how to address the situation, in case of non-compliance;
- 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;
- 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.

### 3. Mission Specific Tasks and Responsibilities:

- 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 obtained the secondary education 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;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Finance and Accounting Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 30247 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/ Administrative Services/ Finance Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Finance and Accounting Officer reports to the Chief of Finance (CoF) Unit.

### 2. Main Tasks and Responsibilities

- To assist the CoF in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the CoF;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To assist the CoF in drafting the Mission budget;
- To contribute to lessons identification;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the CoF;
- To undertake any other related tasks as requested by the Chief of Finance.

### 3. Mission Specific Tasks and Responsibilities:

- To be responsible for the control of financial commitments with regard to the availability of the funds and the respect of procurement threshold;
- To be responsible for the monitoring of the internal financial authorizing process;
- To be responsible for proper implementation of payments (including payroll process), collection of revenue and recovery of amounts established as being receivable;
- To be responsible for payments of procurement contracts;
- To prepare, present and maintain the accounts;
- To prepare, present and maintain the inventory of Mission's assets;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting and preparation of weekly, monthly, quarterly, interim and final financial reports, as well as ad hoc reporting;
- To support the implementation of quarterly and final external audits;

- To undertake any other related tasks as requested by the Chief of Finance.

#### **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 field of Finance, Economics, Accounting, Audit or Business Administration; AND
- A minimum of 4 years of relevant professional experience in the field of finance or budget, after having fulfilled the educational requirements.

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

- Excellent analytical, research and problem-solving skills;
- Ability to operate Windows, including MS Office and especially extremely confident with spreadsheets, or PC based accounting systems.

#### **5. Desirable Qualifications and Experience**

N/A

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

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> International Doctor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level
<b>Ref. Number:</b> EK 30258 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Mission Support Department/ Medical Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The International Doctor reports to the Chief of Medical Unit.

### 2. Main Tasks and Responsibilities:

- As part of the medical team of EULEX KOSOVO, to perform medical examinations and routine check-ups of EULEX KOSOVO Mission members;
- 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 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 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 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 participate in addressing work environment and occupational health issues;
- To provide hands-on training to the local EULEX KOSOVO doctors and staff in her/his area of expertise;
- To keep detailed statistics and report updates to the Chief of Medical Unit;
- To undertake any other related tasks as requested by the Chief Medical Unit.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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 A diploma in medical specialization obtained after the above mentioned qualification, in the field of General Practice/Family Medicine and/or other relevant clinical specialties; AND

- 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;
- 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.
- Ability to perform under stress and in difficult circumstances, attention to details, solid work ethics.



<b>Position:</b> Human Resources and Recruitment Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 30268 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> June 2017
<b>Component/Department/Unit:</b> Mission Support Department/Human Resources Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Human Resources and Recruitment Officer reports to the Head of Human Resources Office.

### 2. Main Tasks and Responsibilities:

- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for seconded eligible staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement;
- To participate as a member of selection panels as required;
- To communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies;
- To plan, organise and deliver training modules, produce training materials, report on training activities;
- To take active part in implementing procedures deriving from staffing reviews, such as internal competitions for retention of staff, internal Calls for Applications, redeployments, etc.;
- To advise and assist staff members concerning the human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- 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:

- 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 field of Social Sciences, Human Resources, Business Administration or other related university studies; AND

- A minimum of 5 years of relevant professional experience in general human resources administration and particularly planning and recruitment, ideally in an international context, after having fulfilled the education requirement;
- Experience in designing and delivering trainings.

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

- Excellent organisational and interpersonal skills;
- Excellent communication skills, both written and oral;
- Excellent presentation skills;
- Ability to perform under stress and in difficult circumstances.

<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 30326 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in July 2017, 1 in August 2017
<b>Component/Department/Unit:</b> Security and Safety Department/ 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 in operational Close Protection (C/P) operations;
- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX KOSOVO Mission staff at risk;
- 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 their 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 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 carry out 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:

- 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 and either relevant specialised training in close protection techniques or relevant professional experience of 5 years, after having fulfilled the education requirements OR equivalent and attested Police or/and Military education; AND
- At least 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 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:**

- Ability to perform under stress and in difficult circumstances

<b>Position:</b> Security Information Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 30331 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Safety Department/Security Information and Analysis Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Security Information Analyst reports to the Chief of Security Information Analysis Unit.

### 2. Main Tasks and Responsibilities:

- To manage and supervise local staff under the authority of the Chief of Security Information Analysis Unit;
- To produce incident-based security and travel advisories;
- To prepare, analyse and distribute daily, weekly, monthly working papers;
- To maintain and update Security Information Analysis Office security reference sources.
- To prepare Security incident background papers;
- To produce long term assessments, forecasts of the upcoming security situation;
- To liaise with designated Diplomatic/Police/Military security information focal points;
- To assist the Chief of Security Information Analysis Unit in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of EULEX KOSOVO staff and assets within the Mission area;
- To conduct risk analysis and threat assessments regarding security developments in Kosovo.
- To conduct interviews and threat/risk assessments on persons/assets, under instructions from Threat Assessment Committee (TAC);
- To provide briefings to new staff members on the Mission wide security situation;
- To ensure the quick dissemination of security related information;
- To liaise closely with other elements of the security unit in the planning and preparation of security plans or briefs;
- To act as a Deputy in the absence of Chief of Security Information Analysis Unit;
- To undertake any other related tasks as requested by the Chief of Security Information Analysis Unit.

### 3. Mission Specific Tasks and Responsibilities:

*None*

### 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 field of Security or Emergency Management OR equivalent and attested police or/and military education or Civilian Security Organisation; AND

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

**OR**

- At least 5 years of experience in security information analysis in a police or military environment;
- Proven information analysis, staff and leadership experience required;
- Previous Mission experience with an international security organisation;
- Experience in delivering Power Point presentations to large audiences in English language.

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

- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Excellent analytical skills;
- Excellent presentational skills;
- Excellent interpersonal and communication skills, both written and oral.

**6. Desirable Qualifications and Experience:**

- Experience of handling nationally classified information and ideally EU Classified Information is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorized 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;
- Successful completion of the EU Mission Security Officer Certification Course.

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

- 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;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.