

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 - Requirements and Job Descriptions

| European Union Rule of Law Mission in Kosovo (EULEX Kosovo) 2-2024 Call for Contributions | | | | | | |
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| Organisation: | European Union Rule of Law Mission in Kosovo (EULEX Kosovo) | | | | | |
| Job Location: | Western Balkans Region (Kosovo) | | | | | |
| Job Titles/ Vacancy Notice: | Ref.: | Name of the Post | Pending | Confirmed | Total Vacancies | Availability |
| | <u>Seconded (11 posts)</u> | | | | | |
| | EK 50004 | Special Assistant to the Deputy Head of Mission | 0 | 1 | 1 | ASAP |
| | EK 50031 | Situation Centre Operations Officer | 1 | 0 | 1 | Pending deployment |
| | EK 50040 | Senior Reporting Officer* | 1 | 0 | 1 | ASAP |
| | EK 50041 | Planning and Evaluation Officer* | 1 | 0 | 1 | ASAP |
| | EK 50101 | Deputy Head of Operations Support Pillar | 0 | 1 | 1 | ASAP |
| | EK 50115 | Forensic Analyst | 0 | 1 | 1 | 8/12/2024 |
| | EK 50206 | Correctional Advisor | 0 | 1 | 1 | 01/10/2024 |
| | EK 50207 | Correctional Monitor | 0 | 1 | 1 | ASAP |
| | EK 50208 | Deputy Senior Police Advisor North * | 1 | 0 | 1 | 07/10/2024 |

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| | EK 50216 | Justice Monitor | 0 | 1 | 1 | 02/10/2024 |
| | EK 50410 | Close Protection Operator | 0 | 1 | 1 | ASAP |
| | EK 50411-1 | Mission Security Officer | 0 | 1 | 1 | 31/10/2024 |

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| | <u>Seconded/Contracted (4 posts)</u> | | | | | |
| Job Titles/ Vacancy Notice: | EK 50113 | Forensic Anthropologist/ Identification Coordinator | 0 | 1 | 1 | ASAP |
| | EK 50336 | IT Officer/ ERP Coordinator | 0 | 1 | 1 | ASAP |
| | EK 50412 | Team Leader Mission Security Team | 0 | 1 | 1 | ASAP |
| | EK 50415 | Security Information Analyst | 0 | 1 | 1 | ASAP |
| Deadline for Applications: | Thursday 15 August 2024, 17:00 hrs CET (Brussels time) | | | | | |
| Applications must be submitted to: | <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>c) You do not have the nationality of an EU Member State: only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding <i>authority to send them your application form.</i></p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p> | | | | | |

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| Information: | <p>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC) Mr. Mikael KEKKONEN cpcc.eulexkosovo@eeas.europa.eu</p> <p>For questions from contracted candidates please contact the EULEX Human Resources Division HumanResources@eulex-kosovo.eu</p> |
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***The recruitment for the position is pending the outcome of the final approval of the Mission's new Deployment Plan.**

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/Contributing Third States will be considered. EU Member States/Contributing Third 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 shall be required to be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

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

The Civilian Operations Commander requests that EU Member States/Contributing Third States propose candidates for the following international staff positions for EULEX Kosovo, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality, and self-discipline within the Mission. Selected candidates 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 outside working purpose. They shall carry out their duties and act in the interest of the Mission.

Flexibility and Adaptability – Candidates must be able to work in arduous conditions with a limited network of support, 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 – Candidates must be able to undertake any other 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.

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

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions all Job Description.

1. Physical and Mental Health – 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 and in its Area of Operations. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with "Fit to work clearance" procedure prior to recruitment/deployment to prove that they comply with the requirements.

To ensure duty of care in the civilian CSDP Mission, selected candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in their respective States of citizenship.

2. Education and Training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are strongly advised to verify their compliance through the link: <https://europa.eu/europass/en/description-eight-efl-levels>

3. Knowledge – Candidates should have good knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

4. Skills and abilities

Language Skills – Candidates must have the understanding, speaking and writing proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are strongly advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

Communication and Interpersonal Skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational Skills – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Digital Skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are strongly advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>

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

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

II.B Desirable Requirements

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

Knowledge and Experience of Rule of Law Promotion – Candidates must be acquainted with Rule of Law promotion concepts and practices, especially in the Mission area, as applicable.

Training and Experience – Candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s), depending on the job tasks and responsibilities.

Driving License – Category C driving license.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – EU Member States/Contributing Third States and selected candidates 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.

Education diploma(s)/certificate(s) and/or professional certificate(s) – Selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up their duties.

Required Personnel Security Clearance (PSC) – Selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance. For contributing third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Certificate/Booklet of Vaccination – 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 area of responsibilities in the Mission.

Medical Certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

Before joining the Mission, selected contracted candidates are expected to submit a copy of the results of the required medical examinations to the Mission's Medical Advisor. Selected seconded candidates may do the same or at least submit a fitness to work certificate issued through by their national authorities to the Mission's Medical Advisor prior to their deployment. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Personal Protection Equipment – It is recommended that national authorities provide selected candidates with protection equipment.

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace, and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when offering contributions at all levels.

Application Form – Applications from candidates with EU Member State citizenship will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module. Applications from candidates with Contributing Third State citizenship should apply using the dedicated Application Form returned in word format.

Selection Process – Candidates considered to be most suitable will be shortlisted and, if needed, tested and/or interviewed in Brussels, at the Headquarters of the Mission or by video conferencing before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for test and/or interviews, the contributing State will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

Information on the Outcome – EU Member States/Contributing Third States of seconded candidates will be informed about the outcome of the selection process after its completion. Contracted candidates will be informed about the outcome of the selection process if they have been invited for a selection interview.

Training – The selected candidates should complete Mission wise, SAFE and Code of Conduct e-modules, or equivalent courses, preferably prior to their deployment to the Mission. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning/>.

Pre-Deployment Training – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

Data Protection – The EEAS, and its Directorate CPCC, processes personal data pursuant to Regulation (EU) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

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).

SECONDED POSITIONS

| | | |
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| Position: Special Assistant to the Deputy Head of Mission | Employment Regime: Seconded | Post Category: |
| Ref. Number: EK 50004 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Office of the Head/Deputy of Mission | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Special Assistant reports to the Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities:

- To assist the DHoM in operationalising the Mission mandate and tasks as set out in the Mission's planning documents;
- To support the DHoM in ensuring a smooth running of the Mission, including by following up on tasking independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To maintain contacts with the different organisational units under the DHoM as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information;
- To coordinate with external stakeholders at the appropriate level;
- To receive, filter, oversee and file incoming and outgoing correspondence within the DHoM Office;
- To draft documents where appropriate on behalf of the DHoM;
- To assist the DHoM with aspects of Mission visibility, e.g. preparing presentations and materials;
- To accompany the DHoM to meetings and events as required, making all necessary preparations and taking minutes;
- To prepare draft reports and documents for the Office.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager(s).

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; AND
- A minimum of 4 years of relevant professional experience, after having obtained the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Good drafting and reporting skills;
- Good understanding or experience of rule of law and/or civilian crisis management interventions.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.
- The qualification in any of the fields of Political Sciences, International Relations or other related university studies

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.

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|---|---|---|
| Position: Situation Centre Operations Officer | Employment Regime: Seconded | |
| Ref. Number: EK 50031 Confirmed Vacancies: 0 Pending Vacancies: 1 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Office of the Chief of Staff / Situation and Information Centre | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Situation Centre Operations Officer reports to the Chief Situation and Information Centre.

2. Main Tasks and Responsibilities

- To monitor security-related and other developments relevant for the implementation of the Mission's mandate;
- To gather and interpret information from a variety of sources, including internet-based open source media, reports and information from interlocutors;
- To identify the need for follow up actions on information received and ensure they are taken expeditiously;
- To collect and disseminate incoming reports and information from different sources;
- To respond to requests for information by senior management;
- To review incoming messages, determine urgency and alert relevant staff members;
- To alert and inform key security personnel and senior management of important developments;
- To liaise with international and local counterparts for verifying and de-conflicting information;
- To draft and edit situation and other reports as requested;
- To prepare and present briefings using visual tools;
- To prepare and update maps using cartographic and information systems;
- To maintain detailed and confidential information databases, contact lists and emergency notification charts;
- To process EU classified information and operate means of secure communications;
- To facilitate crisis and emergency procedures when necessary;
- To deputise for the line manger(s).

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge and Skills and Abilities:

- Sound drafting and editing skills, with the ability to produce cogent reports often under time constraints;
- Ability to identify sensitive and operationally significant issues;
- Ability to effectively conduct presentations by clearly summarising and articulating issues, and concisely conveying information;

6. Desirable Qualifications and Experience:

- Experience in handling EU classified information;
- Experience working in a Watch Room, Situation Centre, Joint Operations Centre or similar setting.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work with infographics, information and data management, mapping and graphic programmes;
- Knowledge of most recent technology and IT applications.

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| Position: Senior Reporting Officer | Employment Regime: Seconded | |
| Ref. Number: EK 50040 Confirmed vacancies:0 Pending vacancies: 1* | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Office of the Chief of Staff/ Planning, Reporting and Evaluation Section | Security Clearance Level: EU CONFIDENTIAL | Open to Contributing Third States: Yes |

1. Reporting Line:

The Senior Reporting Officer reports to the Head of Planning, Reporting and Evaluation Section.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Mission's area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular update of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meeting reports;
- To produce timely and accurate periodic, special and ad-hoc reports regarding the mandate-relevant operational and political developments and trends;
- To coordinate the activities of the reporting officers, and to provide quality control by reviewing and editing products;
- To take part in developing the Mission's information/data management, analysis and reporting practices, to further developing and improving the Mission's reporting products;
- To deputise for the Head of Planning, Reporting and Evaluation Section as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the educational requirements,

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting and editing skills;
- Communication and presentation skills;
- Excellent analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Pro-active and innovative approach;
- Political awareness and understanding.

6. Desirable Qualifications and Experience:

- Experience in research and presentation of research findings to a non-expert audience;
- International experience, particularly in crisis areas with multinational and international organisations.
- The qualification in any of the fields of Project Management, Public Administration or other related university studies

7. Desirable Knowledge, Skills and Abilities:

- Understanding of rule of law procedures;
- Knowledge of regional political history and developments;
- Cultural sensitivity and political judgement.

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| Position Name: Planning and Evaluation Officer | Employment Regime: Seconded | |
| Ref. Number: EK 50041 Confirmed Vacancies: 0 Pending Vacancies: 1 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Component/Department/Unit: Office of the Chief of Staff/ Planning, Reporting and Evaluation Section | Security Clearance Level: EU CONFIDENTIAL | Open to Contributing Third States: Yes |

1. Reporting Line

The Planning and Evaluation Officer reports to the Head of Planning, Reporting and Evaluation Section.

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) and other planning documents in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and monitoring elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP and other planning documents and ensure that Mission personnel is also regularly updated;
- To develop a Mission knowledge management and information strategy for the purpose of strengthening the Mission's culture of knowledge sharing, information flow, knowledge and database management, reporting and lessons learnt processes;
- To develop and manage Mission systems to avoid loss of institutional memory and to ensure an effective and integrated approach to capturing, evaluating and retrieving Mission information;
- To contribute to the Mission Project Cell activities by identifying and developing new projects in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection;

6. Desirable Qualifications and Experience:

- Experience in leading and communicating change management initiatives;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

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| Position: Deputy Head of Operations Support | Employment Regime: Seconded | |
| Ref. Number: EK 50101 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Operations Support Pillar | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Deputy Head of Operations Support Pillar reports to the Head of Operations Support Pillar.

2. Main Tasks and Responsibilities:

- To support the Head of the Operation Support Pillar (HoOSP) in the implementation of Mission operational components and activities, units and teams, ensuring tasks are carried out in accordance with the Mission mandate and Operational Plan (OPLAN)
- To deputise in absence of the HoOSP;
- To act as first line manager for Liaison and Coordination Officers of the Office;
- To contribute to the development of the Pillar's overarching policy and the Pillar's implementation strategy;
- To ensure Mission management are regularly updated on the Pillar's operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the OPS operational elements are updated regularly on the political and security situation in the Mission area, based on inputs from the Senior Political Advisor and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisors to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Pillar's operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close coordination with local counterparts and other relevant stakeholders;
- To ensure, at operational level, coordination with the Head of Monitoring Pillar;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To support, as necessary, the HoOSP in liaising with KFOR, Kosovo Police and other law enforcement agencies as to the coordination of EULEX Kosovo activities in the area of policing;
- To cooperate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To advise and support the Deputy Head of Mission, in continuous consultation with the HoOSP, on management matters related to policing and other OSP areas of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;

- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line managers.

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 following fields of expertise: Social Sciences, Business Administration, Management, Law or Public Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which 5 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Sound knowledge of criminal investigations and special police operations;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Understanding of peace stabilisation mechanisms and conflict prevention.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in strategic planning and reporting.

7. Desirable Knowledge, Skills and Abilities:

- Senior Law Enforcement Officer.
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Professional qualification and/or certificate in management/leadership; Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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| Position: Forensic Analyst | Employment Regime: Seconded | Post Category: |
| Ref. Number: EK 50115 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: 8/12/2024 |
| Division/Department/Unit: Operations Support Pillar/ Forensic Medicine Team | Security Clearance Level: EU Confidential | Open to Contributing Third States: Yes |

1. Reporting Line:

The Forensic Analyst reports to the Head of EULEX Forensic Medicine Team (FMT).

2. Main Tasks and Responsibilities:

To liaise with police authorities, governmental authorities and other bodies as appropriate in order to:

- provide or exchange information conducive to determining the whereabouts of missing persons;
- To advise on requests for forensic support by the Police, judiciary, governmental bodies or local counterparts regarding the search for missing persons;
- To compile and consolidate available data on all exhumations and sites assessments performed by ICTY, MPU, OMPF and other bodies as applicable since 1999.
- To advise the competent authorities and local counterparts on follow-up actions such as investigation, assessment or exhumation;
- To compile and summarize all results of on-going investigations, assessments and exhumations and produce statistics;
- To advise the Director of the IFM and local authorities on the planning and coordination of exhumations of suspected sites;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma or qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework or 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 Forensic Sciences, Social Sciences, Analytical Sciences, Information Analysis, Intelligence Analysis) or other relevant university studies OR an equivalent and attested police education; AND;
- A minimum of 5 years of relevant professional experience after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Expertise in the field of missing persons;
- Investigative skills and management of information from different types of sources (archives, databases, etc);

6. Desirable Qualifications and Experience:

- International working experience, particularly in post-conflict areas with multi-national staff and international organisations.
- Experience in operations management acquires as part of a multi-disciplinary team including forensic personnel.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Mapping Tools;
- Working knowledge of IT systems, in particular databases;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;

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|---|--|--|
| Position: Correctional Advisor | Employment Regime: Seconded | |
| Ref. Number: EK 50206 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: 01 October 2024 |
| Pillar/Department/Unit: Monitoring Pillar, Correctional Unit | Security Clearance Level: No (only access up to EU RESTRICTED required) | Open to Contributing Third States: Yes |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents by advising and mentoring local counterpart(s) in a structured manner;
- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) the Kosovo Correctional Service (KSC);
- To monitor, mentor and advise the management of the KSC in the area of prisoner's assessment and rehabilitation of prisoners;
- 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 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.;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- In case of non-compliance, to report without delay to the Chief of Unit including recommendations on how to address the situation;
- To be embedded within the local institution, security permitting;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Mission Advisors as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent correctional service education. The qualification should be in Law, Criminology, Social Science, Psychology or other related university studies AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements..

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in prisoner's assessment and rehabilitation programmes;
- *Experience in managing the correctional facilities, units or teams;*
- Professional training and experience in addressing radicalization in correctional facilities.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;

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|---|---|--|
| Position Name: Correctional Monitor | Employment Regime: Seconded | |
| Ref. Number: EK 50207 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Monitoring Pillar, Correctional Unit | Security Clearance Level: No (only access up to EU RESTRICTED required) | Open to Contributing Third States: Yes |

1. Reporting Line:

The Correctional Mobile Monitor reports to the Chief of Correctional Unit/ Advisor to the Head of Kosovo Correctional Service (KCS).

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by monitoring, mentoring and advising (MMA) Kosovo Correctional Services (KCS) on the strategic and operational level;
- To conduct thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local institutions with EULEX Kosovo advice given at HQ level;
- To collect and collate "on the spot" performance statistics that relate to KCS system, as part of the Mission's benchmarking processes covering all of Kosovo;
- 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 focus the MMA tasks on KCS management in matters of internal/external security, daily operations and management; the treatment of prisoners and its compliance with European Best Practices and Human Rights standards; etc.;
- To report any situations of non-compliance immediately to the Chief of Correctional Unit and provide recommendations how to address the situation;
- To ensure timely and accurate reporting and information flow as per planning documents, including the Mission Implementation Plan;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To travel through Kosovo to conduct MMA tasks.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line manager(s).

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, after having fulfilled the education requirements and the relevant professional training.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- International experience, particularly 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;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of probation service, prisoner's rehabilitation and reintegration;
- Experience in addressing radicalization in correctional facilities.

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|---|---|--|
| Position: Deputy Senior Police Advisor North * | Employment Regime: Seconded | |
| Ref. Number: EK 50208 Confirmed Vacancies: 0 Pending Vacancies: 1 | Location: Western Balkans Region (Kosovo) | Availability: 07/10/2024 |
| Pillar/Department/Unit: Monitoring Pillar, Police Advisory Team North | Security Clearance Level: EU CONFIDENTIAL | Open to Contributing Third States: Yes |

1. Reporting Line:

- The Deputy Senior Police Advisor North reports to the Senior Police Advisor North.

2. Main Tasks and Responsibilities:

- To support the Senior Police Advisor North in leading, managing and coordinating the work in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To deputise in the absence of the Senior Police Advisor North;
- To assist the Senior Police Advisor North in providing analysis and recommendations to the local counterpart in the area of responsibility;
- To assist the Senior Police Advisor North in supporting the Mission in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions;
- To coordinate the Police Advisors North and support and lead them on the needs of monitoring and advising the northern Kosovo Police in their daily operations, in line with the Mission mandate;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To assist and support the Senior Police Adviser North in providing technical, tactical and constructive advice and mentoring to the KP Regional Commander in the field of planning for police activities, including community policing, in line with the Mission mandate and priorities;
- To liaise with counterparts of local authorities and relevant international stakeholders operating in the region at the appropriate level and in line with the Mission's mandate;
- To liaise with and other Units of the Monitoring Pillar (Case Monitoring Unit and the Correction Unit) and with relevant Operation Support Pillar's units with reference to joint Formed Police Unit and Kosovo Police Quick Reaction Teams trainings;
- To assist the Senior Police Advisor North in designing and delivering training;
- Staff member may be expected, subject to local caveat, to live in the North.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Master's Education Area, e.g. Bachelor's Degree. AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Authorised to carry and issued a personal weapon;
- Law Enforcement Officer;
- Knowledge and understanding of Intelligence Lead Policing;
- Knowledge of and experience in project management;
- Ability to perform under stress and in difficult circumstances.

6. Desirable Qualifications and Experience:

- Driving license of category C;
- The qualification in any of the fields of Political Science, International Relations, Law or any other related field OR equivalent and attested police or/and military education;
- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in Police cooperation and criminal intelligence.

7. Desirable Knowledge, Skills and Abilities:

- Good interpersonal and communication skills;
- Knowledge of Albanian and/or Serbian language.

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|---|---|--|
| Position: Justice Monitor | Employment Regime: Seconded | |
| Ref. Number: EK 50216 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: 02/10/2024 |
| Pillar/Department/Unit: Monitoring Pillar, Case Monitoring Unit | Security Clearance Level: No (only access up to EU RESTRICTED required) | Open to Contributing Third States: Yes |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To monitor and analyse the Rule of Law situation in Kosovo, in particular the criminal and civil justice system through the observation of criminal and civil proceedings, analysing court records, and liaising with court staff, judges, prosecutors and lawyers;
- To monitor selected cases processed by the Kosovo justice system;
- To provide advice to the respective institutions as part of the robust monitoring;
- To liaise with and advise the Kosovo justice authorities and relevant security sector reform actors;
- To liaise and advise, upon request, on the promotion of Rule of Law and Justice aspects in Kosovo authorities and ensure that these aspects are incorporated in the Mission's Implementation Plan;
- To report on monitoring activities, including the performance assessment of the justice system against local law and international human rights standards;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to identify and address areas of structural weaknesses of local counterparts in coordination with
- the CMU Thematic Lead Monitors;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption as well as matters related to minority groups, human rights and gender issues;
- To develop and organise training or workshop courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system in Kosovo.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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

5. Essential Knowledge, Skills and Abilities:

- Expertise in justice and/or trial monitoring;
- Expertise in legal research and analysis;
- Expertise in case work/processing and complaint handling.
- Ability to respect the principles of judicial independence and objectivity, as well as the monitoring principles of non-intervention, impartiality, confidentiality and professionalism;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation, team-working and interpersonal skills;
- Report writing skills;
- Sound knowledge of RoL/justice aspects, in particular in a post-conflict environment;
- Knowledge of the specificities of the material and procedural criminal law and/or civil law in Kosovo.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

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| Position: Close Protection Operator | Employment Regime: Seconded | |
| Ref. Number: EK 50410 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Security and Duty of Care Department, Mission Security, Armed Protection Unit | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Close Protection Operator reports to the Team Leader Armed Protection Unit. Mission member might be expected to live in the north.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by a diploma, complemented by Police or Military training OR equivalent and attested police and/or military education or an award of an equivalent rank;
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Driving license of category C Valid driver's license category C Authorised to carry and issued a personal weapon.
- Trained and certified in close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving).
- 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.

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|---|--|---|
| Position: Mission Security Officer | Employment Regime: Seconded | |
| Ref. Number: EK 50411-1 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: 31/10/2024 |
| Pillar/Department/Unit: Security and Duty of Care Department, Mission Security Officer Team | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Mission Security Officer reports to the Team Leader – Mission Security Officer. Mission member might be expected to live in the north.

2. Main Tasks and Responsibilities:

- To assist the Team Leader – Mission Security Team (TL MST) in the development, implementation and updating of the Mission Security Plan and all supporting security and safety document, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the TL MST on all incidents affecting Mission members;
- To assist the TL MST in reviewing the security phases;
- To elaborate in–depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- To perform security reviews of personal protective equipment, transport, residences and Mission offices;
- To ensure all security and communications equipment is operational and ready to use;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations to Mission members on matters related to security and safety to ensure staff are prepared for emergencies;
- To liaise and co-operate with local law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives, on security matters;
- To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
- To implement the EULEX Kosovo security plan;
- To travel throughout Kosovo.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Managers(s).

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 equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework

of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education OR training or an award of an equivalent rank;

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Valid driver's license category C - **to be presented latest upon interview** ;
- Knowledge in ensuring protection of organisational programs, personnel, assets, information and reputation, after having fulfilled the education requirements;
- Demonstrated ability and experience to contribute creatively to the development of security strategies and procedures;
- Organisational, planning, and time-management skills.

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of the EU Mission Security Officers Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- Passive understanding of Serbian language.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential threats.

SECONDED/CONTRACTED POSITIONS

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| Position: Forensic Anthropologist/ Identification Coordinator | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff – Management Level (MSML) |
| Ref. Number: EK 50113 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Division/Department/Unit: Operations Support Pillar/ Forensic Medicine Team | Security Clearance Level: EU Confidential | Open to Contributing Third States: Yes |

1. Reporting Line

The Forensic Anthropologist/ Identification Coordinator reports to Head of Forensic Medicine Team.

2. Main Tasks and Responsibilities

- To monitor, advise and assist in forensic anthropological examinations, including the analyses of complex cases of commingled remains;
- To advise and assist in the field, in the search and recovery of skeletonized remains;
- To advise and assist in the collection of samples from human remains for the purpose of DNA analysis;
- To advise and assist in conducting detailed analyses of complex data in relation to the identification of human remains;
- To manage and process of extensive and complex volumes of data related to missing persons cases;
- To write reports following international forensic anthropological standards;
- To plan for and train on-the-job local counterparts in the subject of forensic anthropology and related subjects.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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 Forensic Anthropology, Biological/ Physical Anthropology, or any other relevant field; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Solid background and knowledge in the examination of skeletonized remains, including the analyses of complex cases of commingled remains;
- Working knowledge in the determination of Minimum Number of Individuals;
- Working knowledge of trauma analysis of skeletonized human remains, including of bone biomechanics and perimortem trauma interpretation;

6. Desirable Qualifications and Experience:

- Experience in the recording and recovery of human remains from the burial context;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of category C.

7. Desirable Knowledge, Skills and Abilities:

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

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| Position: IT Officer / ERP Coordinator | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff – Management Level (MSML) |
| Ref. Number: EK 50334 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Mission Support Department/ Technical Services/ Communication and Information Systems Unit | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The IT Officer / ERP Coordinator reports to the Chief of Communication and Information Systems Unit.

2. Main Tasks and Responsibilities:

- To coordinate the activities of the 3 modules (Finance, Procurement & Logistics) related to the Enterprise Resource Planning (ERP) System;
- To ensure the data integrity, normalization, and standardization throughout the Mission, related to the use of the ERP;
- To define and enforce standards for efficient use of the ERP across all Mission Processes;
- To perform regular log checks, identifying issues and propose solutions;
- To conduct routine data checks and maintain data quality control;
- In coordination with Finance, Procurement, Logistics and MSD Management, to design tables, views, procedures, functions and workflows;
- To collaborate with system administrators (CPCC Mission Support Platform) to enhance the ERP system as per the Mission requirements;
- To manage the ERP helpdesk, including tracking and resolving pending requests;
- To supervise and provide training to ERP users on system features and best practices;
- To maintain and update all contracts within the ERP, coordinating closely with relevant units;
- To manage the ERP user roles in coordination with system administrators.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility.
- To contribute and ensure timely reporting on activities within the respective area of responsibility.
- To take account of gender equality and human rights aspects in the execution of tasks.
- To undertake any other related tasks as requested by the line manager(s).

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 Information Technology, Computer Science, Information Systems Management or other related university studies; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Proven expertise in the use and management of ERP systems.
- Comprehensive knowledge of ERP systems, including their functionalities;
- Understanding of database design principles, including creating tables, views, procedures, functions, and workflow within ERP systems;
- Knowledge of IT systems and their management, especially within the context of ERP implementation and enhancement;
- Strong coordination and problem solving skills;
- Attention to detail;
- Strong communication skills, including effective presentation skills and the ability to deliver training courses.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

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| Position: Team Leader - Mission Security Team | Employment Regime: Seconded/Contracted | Post Category for Contracted: Mission Support Staff – Management Level (MSML) |
| Ref. Number: EK 50412 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Component/Department/Unit: Security and Duty of Care Department/ Mission Security Officer Team | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Team Leader - Mission Security Team reports to the Deputy Senior Mission Security Officer. Staff member might be expected to live in the north.

2. Main Tasks and Responsibilities:

- To direct and supervise the work of the Mission Security Team;
- To develop, implement, update and maintain regional security policies, plans and procedures;
- To carry out appropriate assessments in order to ensure security measures are put in place, in a timely and effective manner;
- To manage guard force activities;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including to the Situation and Information Centre;
- To anticipate security needs of the region and to support the Operations and Planning Officer with budgeting and procuring goods and services as appropriate, and to oversee the implementation of security contracts;
- To conduct or oversee security training for regional staff members in warden, residential, office, travel and general security awareness, as well as to identify future training needs.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.
- Authorised to carry and be issued a personal firearm if seconded or be prepared to be trained in their use if contracted;
- Driving license of Category C.

5. Essential Knowledge, Skills and Abilities:

- Demonstrated knowledge and acquired expertise at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- 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;
- Demonstrated ability to contribute creatively to the development of security policies and procedures.

6. Desirable Qualifications and Experience:

- Successful completion of the EEAS Security Officers Certification Course (MSO);
- Knowledge of EU security policies and security organisation;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Previous experience as Mission Security Officer in a CSDP Mission;
- Ability to perform under stress and in difficult circumstances.

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|---|---|---|
| Position: Security Information Analyst | Employment Regime: Seconded/Contracted | Post Category for Contracted: Mission Support Staff - Management Level (MSML) |
| Ref. Number: EK 50415 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Component/Department/Unit: Security and Duty of Care Department | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Information Security Officer reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

- 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 SMSO 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 undertake any other related tasks as requested by the line manager(s).

3. General 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; OR equivalent and attested police or/and military education or Civilian Security Organisation;
- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years of experience in security analysis, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Proven information analysis, staff and leadership expertise;
- Experience in delivering Power Point presentations to large audiences in English language.
- 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:

- Previous Mission experience with an international security organisation;
- 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:

- 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.