

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

<p align="center"><b>European Union Rule of Law Mission in Kosovo (EULEX Kosovo) 2-2022 Call for Contributions</b></p>						
<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>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post</b>	<b>Pending</b>	<b>Confirmed</b>	<b>Total Vacancies</b>	<b>Availability</b>
	<b><u>Secoded</u></b>					
	EK 50031	Situation Centre Operations Officer	0	2	2	1 ASAP; 06/02/2023
	EK 50100	Head of Operations Support Pillar	1	0	1	11/11/2022
	EK 50103	Liaison/Coordination Officer	0	2	2	ASAP
	EK 50121	Informant Handler	0	1	1	ASAP
	EK 50124-1	Desk Officer/ Office Manager	0	1	1	15/01/2023
	EK 50216	Justice Monitor	0	1	1	ASAP
	EK 50217	Police Monitor	0	2	2	1 ASAP; 1 21/11/2022
	EK 50225	Thematic Lead Monitor- Environmental Crimes	0	1	1	ASAP

	EK 50410	Close Protection Operator	1	0	1	4/12/2022
	EK 50411-1	Mission Security Officer	0	2	2	ASAP

	<b><u>Seconded/Contracted</u></b>					
<b>Job Titles/ Vacancy Notice:</b>	EK 50003	Head of Head of Mission's Office	0	1	1	ASAP
	EK 50010	Internal Auditor	0	1	1	ASAP
	EK 50112	Exhumation Coordinator	0	1	1	ASAP
	EK 50114	Forensic Archaeologist	0	1	1	ASAP
	EK 50416	Information Security Officer	1	0	1	ASAP
	EK 50500	Member of the Human Rights Review Panel	0	1	1	ASAP
	<b>Deadline for Applications:</b>	<b>23 September 2022, 17:00 hrs CET (Brussels time)</b>				

<p><b>Applications must be submitted to:</b></p>	<p>1) <b>You have the nationality of an EU Member State, you must use Goalkeeper to apply:</b></p> <p>a) You are already registered on Goalkeeper and you have an EU Login:  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) You do not have a Goalkeeper account or an EU Login:  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p>2) <b>For seconded and contracted candidates from Contributing Third States:</b>  <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p>
<p><b>Information:</b></p>	<p>For questions from the National Authorities please contact the  Civilian Planning and Conduct Capability (CPCC)</p> <p><b>Ms. Ellen HARMSEN</b>  <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p> <p>For questions from contracted candidates please contact the  EULEX Human Resources Division</p> <p><a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></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 may 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 contributing 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. 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 seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in contributing States/country of residence.

**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-efq-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.

*Serious 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 also knowledge of the police, judiciary and governmental structures, as applicable.

**Knowledge and Experience of Security Sector Reform** – Candidates must be acquainted with Security Sector Reform 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** – Contributing 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.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. 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 seconded 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 will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, and indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will 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 preferences should be given to seconded candidates.

Strict priority will be given to seconded candidates during the selection procedure. Contracted candidates will be selected only on exceptional basis.

**Information on the Outcome** – Contributing States and contracted candidates will be informed about the outcome of the selection process after its completion.

**Training** – The selected candidates should complete Missionwise, 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).



<b>Position:</b> Situation Centre Operations Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50031 Confirmed Vacancies: 1 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 1 on 06/02/2023
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff/ Situation and Information Centre	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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 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 Chief Situation and Information Centre as and when requested.

### 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 Chief Situation and Information Centre.

#### **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, Law, Law Enforcement, Social Sciences or other related field **OR** equivalent and attested police or/and military education 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, Skills and Abilities:**

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

<b>Position:</b> Head of Operations Support Pillar	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50100 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Support Pillar	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Operations Support Pillar (OSP) ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To supervise the conduct of OSP activities and ensure orientation and operational coherence;
- To contribute to the development of the Mission overarching policy and relevant Mission implementation strategy within his/her area of competence;
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Senior Political Adviser and the Mission Security;
- To seek proactively advice from the Mission legal, gender, and human rights to effectively execute the OSP operations in line with overarching EU policies and standards;
- To oversee OSP input to the development and progressive updating of the Mission Implementation Plan (MIP) by supporting the identification of Mission operational requirements, specific to the areas falling under OSP responsibility;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders at the required levels;
- To cooperate with other EU and International actors within the scope of the Mission mandate;
- To liaise, as necessary, with Kosovo Police and other law enforcement officials as to the coordination of EULEX KOSOVO activities in the area of policing;
- To ensure coordination with KFOR and other local/international organizations at operational policing level;
- To advise and support the Deputy Head of Mission in management matters related to policing and other OSP areas of responsibility;
- To ensure compliance with Mission management instructions within OSP and to issue clear instructions at operational level to OSP staff, ensuring through the Heads of Units that operational resources are used in the best possible way to reach the Mission goals;
- To cooperate with the Project Cell on any funds required for the execution of Mission activities falling within his/her area of competence;

- To ensure coordination with the Head of the Monitoring Pillar at operational level;
- To work in close cooperation with the Monitoring Pillar;
- (overlap)To ensure that Operational Standard Operating Procedures (SOPs) are developed, implemented and periodically reviewed;
- To contribute to the induction and in-mission training of Mission personnel;
- 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;
- 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 Deputy Head of 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 any of the following fields of expertise: Social Sciences, Business Administration, Management, Law or Public Administration or other related field **OR** equivalent and attested police or/and military education or an award of an equivalent rank; **AND**
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at upper coordination/management level.

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

- Strong managerial track record, particularly in managing rule of law processes and staff;
- Ability to exercise collaborative, sound and effective leadership;
- Understanding of peace stabilisation mechanisms and conflict prevention, specifically the EU integrated approach to respond conflict and crisis;
- Sound understanding of various law enforcement activities, including investigations and special police operations;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Leadership skills.

**6. Desirable Qualifications and Experience:**

- Experience in performance and change management;
- Senior Law Enforcement Officer;
- 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;
- 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.

<b>Position:</b> Liaison/Coordination Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50103 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Support Pillar/ Office of the Head of Operations Support Pillar	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To support the HoOSP 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 facilitate timely and accurate planning, reporting, information and correspondence flow of the Operations Support Pillar;
- To support the HoOSP in ensuring, at an operational level, coordination with all actors, internally, externally, local and international;
- To prepare, chair and take part in briefings about training activities with other units/departments/ components/organisations;
- To conduct planning of all FPU training and police operation activities;
- To manage the training portfolio of the Operations Support Pillar;
- To collect, disseminate and file information 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 Head of Operations Support Pillar.

### 4. Essential Qualifications and Experience:

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

- Authorised to carry and issued a personal weapon.

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

- Good understanding and knowledge of specialised units' daily tasks and special operations;
- Good interpersonal and communication skills.

**6. Desirable Qualifications and Experience:**

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

<b>Position:</b> Informant Handler	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50121 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Support Pillar, Criminal Intelligence and Cooperation Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

**1. Reporting Line:**

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

**2. Main Tasks and Responsibilities:**

- To contribute on the operational level to the Mission mandate implementation in line with the Mission’s planning documents;
- To identify, recruit and manage informants who can provide information relating to requests stemming from the Specialist Chambers / Specialist Prosecutor’s Office;
- To liaise with other Mission’s units, relevant law enforcement agencies and organisations from authorities in- and outside Kosovo;
- To ensure that the identity of the informants remains protected while providing the law enforcement authorities with evidential information required;
- To ensure that applicable laws, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant;
- To develop and manage cover stories for the protection of the informant;
- To manage expenses related to covert human sources.

**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 Head of Criminal Intelligence and Cooperation Unit.

**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, Policing Studies or other related field **OR** an equivalent police or/and military education or an award of an equivalent rank;



- A minimum of 5 years of relevant professional police experience or experience in a similar/relevant field, after having fulfilled the education requirements.

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

- Know-how from working in criminal intelligence and/or informant handling; source expenses and relevant technical equipment.
- Solid track record in criminal investigation field and good understanding of handling of covert human intelligence sources and criminal investigation fields;
- Authorised to carry and issued a personal weapon if seconded or prepared to be trained and issued a personal firearm if contracted.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal intelligence and/or informant handling in Kosovo.

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

- Knowledge of Albanian and/or Serbian languages.

<b>Position:</b> Desk Officer/Office Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50124-1 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15/01/2023
<b>Component/Department/Unit:</b> Operations Pillar, Criminal Intelligence and Cooperation Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Desk Officer/ Office Manager reports to the Head of Criminal Intelligence and Cooperation Unit.

### 2. Main Tasks and Responsibilities:

- To contribute on the operational level to the Mission mandate implementation in line with the Mission's planning documents;
- To act as the focal point for receiving, developing and disseminating information/intelligence in accordance with the Criminal Intelligence and Cooperation Unit (CICU) policy;
- To maintain records in order to assist in the provision of information management;
- To provide quality control to ensure compliance with all CICU policies;
- To act as the Office Manager with direct responsibility for the daily operations of the CICU;
- To maintain and develop a wide range of contacts with individuals and organisations;
- To liaise with Intelligence Analysts.

### 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 Head of CICU.

### 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** an equivalent police or/and military education or an award of an equivalent rank;
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Solid track record in intelligence field and handling intelligence issues and complex data;

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

**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.

<b>Position:</b> Justice Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50216 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Case Monitoring Unit	<b>Security Clearance Level:</b> No (only access up to EU RESTRICTED required)	<b>Open to Contributing Third States:</b> 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 Chief of Case Monitoring Unit.

#### **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;
  - A minimum of 3 years of relevant professional experience in justice and/or trial monitoring;
  - Experience in legal research and analysis;
  - Experience in case work/processing and complaint handling.

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

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

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

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

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Police Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50217 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 1 on 21/11/2022
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Case Monitoring Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Police Monitor reports to the Chief of the Case Monitoring Unit.

### 2. Main tasks and responsibilities:

- To conduct monitoring activities in compliance with the Mission mandate;
- To monitor, analyse and report on requested issues to the situation in the Area of Responsibility (AoR);
- To contribute to the production of accurate and objective reports and to make recommendations for improvement, as necessary;
- To monitor and report on human rights and gender issues relevant for the Mission mandate;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to relevant fields of crime to track the progress towards Mission's objectives;
- To focus the monitoring on strategic, tactical and operational level of the related crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To provide analytical products to identify significant trends, with a focus on trends concerning political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To provide advice to the respective local institutions, if necessary, as part of the robust monitoring;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
  - EULEX KOSOVO risk assessments when handing over the cases to Kosovo authorities;
  - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society;
  - gravity and seriousness of the alleged crime;
  - high profile of the suspect/s;
  - possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/information management system handed over by EULEX KOSOVO;
- To monitor the implementation of the Kosovo Crime Strategy and the cooperation between Kosovo prosecution and police;
- To monitor the cooperation between prosecution and police;

- To conduct thematic performance and efficiency assessment tasks of local counterparts to identify and analyse potential areas which may require structural revision;
- To communicate and coordinate frequently with other monitoring elements;
- To advise targeted actions/training activities to support local counterparts' progress;
- To assist, advise and update the line management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction;
- To offer peer-to-peer advice to local counterparts.

### **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 Chief of Case Monitoring Unit.

### **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 an award of an equivalent rank; The qualification should be in the field of Law Enforcement, Law, Police Science, Data Analysis or other related field; **AND**
- A minimum of 5 years of relevant professional experience in serious and complex criminal investigations or in crime analysis or in police intelligence, after having fulfilled the education requirements.

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

- Knowledge of serious crime investigations and the supervising of such investigations;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code, Criminal Code and International Humanitarian Law;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation and interpersonal skills;
- Report writing skills.

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

- Supervisory/management experience in investigations into serious/complex crimes;
- International experience, particularly in crisis areas with multinational and international organisations;
- Strong research and analytical skills;
- Knowledge of quantitative and qualitative data analysis.

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

- Albanian and/or Serbian language skills;
- Substantial knowledge of the functioning of Kosovo Police and Kosovo Prosecutorial System.



<b>Position:</b> Thematic Lead Monitor - Environmental Crime	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50225 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar/Case Monitoring Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

Thematic Lead Monitor – Environmental Crimes reports to the Chief of the Case Monitoring Unit.

### 2. Main Tasks and Responsibilities:

- To advise relevant local counterparts and act as focal point for all matters relating to Environmental Crimes on the policy level in line with the Mission’s planning documents;
- To draft legal advices and provide assistance in relation to matters in the field of expertise concerning the performance of Kosovo Administration of Justice, in line with Mission policies and operations and in close cooperation with other members of the Case Monitoring Unit (other thematic experts and mobile monitors);
- To establish and maintain professional working relationship with Police Authorities, Judges, Prosecutors, relevant civilian authorities, members of the Kosovo Judicial Council and Kosovo Prosecutorial Council, Kosovo Government, NGOs, civil society, relevant local and international authorities and organizations dealing with Environmental Crimes cases and policies;
- To propose assistance, where necessary, to Kosovo Police and Judicial Authorities for proper implementation of the legal and (international) policy framework in the area of Environmental Crimes;
- To analyse the processing and handling of Environmental Crimes in Kosovo and identify possible areas of improvement;
- To cooperate and coordinate with the Justice and Police Monitors with regard to identifying and monitoring Environmental Crimes cases;
- To prepare submissions and internal communications in relation to the field of thematic expertise;
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to the administration of Justice in relation to the field of thematic expertise and issues pertaining to the field of procedural violations and judicial integrity;
- To advise the Chief of Case Monitoring Unit and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise.

### **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 Chief of Case Monitoring Unit.

### **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 or other related university studies **OR** equivalent and attested police education or an award of an equivalent rank; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements out of which;
  - A minimum of 3 years of relevant professional experience in the field of Environmental Crimes or other relevant disciplines, preferably within the judiciary and/or law enforcement agencies;
  - Experience in legal research and analysis;
  - Experience in case work/processing and complaints handling.

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

- Knowledge of environmental Crimes' effect and impact on peoples' health, living conditions, ecosystems, biodiversity, land use, water sources etc. in short-, medium and long term;
- Knowledge of European Environmental law and International Conventions concerning the environment, such as BASEL, CITES and others.
- Knowledge of international and regional human rights legal instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector.
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Legal drafting skills;
- Mediation and interpersonal skills;
- Report writing skills.

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

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

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Close Protection Operator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50410 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 4/12/2022
<b>Pillar/Department/Unit:</b> Security and Duty of Care Department, Mission Security, Close Protection Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Close Protection Operator reports to the Deputy Senior Mission Security Officer. Staff 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 Deputy Senior Mission Security Officer.

#### **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 out of which;
  - A minimum of 2 years of experience in close protection;
- Driving license of 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).

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

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

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

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

<b>Position:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50411-1 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Security and Duty of Care Department, Mission Security, Close Protection Unit, Mission Security Officer Team	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer reports to the Team Leader – Mission Security Officer. Staff 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 Team Leader – Mission Security Officer.

#### **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 education at a civilian security organisation or an award of an equivalent rank;
- A minimum of 4 years of relevant professional experience, out of which one year experience in ensuring protection of organisational programs, personnel, assets, information and reputation, after having fulfilled the education requirements;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving licence of Category C.

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

- Planning and time-management skills;
- Analytical skills;
- 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.

<b>Position:</b> Head of Head of Mission's Office	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 50003 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Head of Mission	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Head of Head of Mission's Office reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To lead and manage the work of the Head/Deputy Head of Mission's Office;
- To advise the HoM on all matters related to the execution of the Mission mandate;
- To advise the HoM on the elaboration of policies and measures for the overall direction and management of the progressive transition process of the Mission mandate;
- To summarise information and prepare briefing materials for the HoM;
- To prepare and review correspondence and documentation within the Head/ Deputy Head of Mission Office, including EU Classified Information;
- To accompany the HoM to internal and external meetings, provide readouts, draft minutes and ensure required follow-up;
- To contribute to relevant aspects of press and public information activities;
- To assist in clearance of press releases, public statements and articles;
- To attend internal and external meetings on behalf of the HoM;
- To maintain contact and liaise with external local and international counterparts as delegated;
- To foster relationships with senior Mission management and other relevant staff to ensure a smooth information flow within, from and to the Head of Mission Office and other Mission's units and offices;
- To assist the HoM in clearing Mission reports;
- To contribute to the regular liaison/coordination with CPCC without prejudice to the chain of command.

### 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 Head of 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 the field of Political Sciences, International Relations, Diplomacy or other related field; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

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

- Drafting, reviewing, editing and presentation skills;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy;
- Familiarity with diplomatic protocol.

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

- International experience, particularly in crisis or post-conflict areas with multi-national and international organizations.
- Experience in liaising with governmental and rule of law institutions' interlocutors.

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

- Direct knowledge of the functioning of the EU and, in particular, CSDP missions and operations.



<b>Position:</b> Internal Auditor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> EK 50010 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Head of Mission, Financial Control Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Internal Auditor reports to the Head of Mission and acts independently in the Mission's interest.

### 2. Main Tasks and Responsibilities:

- To lead a small audit team in charge of planning and conducting financial, systems and performance audit controls;
- To advise the Head of Mission and all concerned parties on dealing with risks and provide independent advice on quality control systems and processes;
- To advise and assist the Head of Mission to ensure compliance with internal control standards;
- To assist and promote sound financial management;
- To assist the Head of Mission in identifying and controlling significant risks related to the achievement of the Common Security Defence Policy (CSDP) Mission objectives;
- To evaluate adequacy of management control systems, the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To be responsible for planning and conducting financial systems and performance audit controls;
- To establish a risk-based ex post financial control function to be performed in compliance with recognised audit standards and applicable rules;
- To develop a risk-based audit programme for validation by the Mission management;
- To draft audit procedures and methods to meet the objective of the audit engagements;
- To prepare high quality operational audit reports, present findings and recommendations on actions taken;
- To ensure financial operations are legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To design and establish risk mitigation systems along the Mission financial circuits to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To examine if resources are used efficiently and economically to achieve effective results.
- To operate in accordance with relevant rules and regulations, and internationally established professional internal auditing standards;

- To prepare an annual audit report containing a summary of the number and type of internal audits, a synthesis of the recommendations and the actions taken;
- To make recommendations to the Mission management to improve efficiency and effectiveness of Mission operations.

### **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 Head of Mission.

### **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 a relevant field of expertise; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to deliver high-quality reports and make recommendations;
- Analytical, research and problem-solving skills;
- Knowledge of audit and accounting principles;
- Experience working with financial/accounting/audit management software.

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

- Master's degree in Economics, Accounting, Audit, Finance, or other related or relevant fields;
- Experience in setting up an internal audit capability in a complex organisation;
- Knowledge of relevant EU rules and regulations;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or a recognised internal, external audit / accountancy certification or professional qualification, such as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

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

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

<b>Position:</b> Exhumation Coordinator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Management level
<b>Ref. Number:</b> EK 50112 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Operations Support Pillar/ Forensic Medicine Team	<b>Security Clearance Level:</b> No (only access up to EU RESTRICTED required)	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Exhumation Coordinator reports to the Deputy Director of the Institute of Forensic Medicine (IFM).

### 2. Main Tasks and Responsibilities:

- To liaise with police authorities, governmental authorities and other sources as appropriate in order to provide or exchange information conducive to determining the whereabouts of historically 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 if 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 Deputy Director of the IFM.

### 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 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 in Law enforcement, intelligence or forensic background, after having fulfilled the education requirements.

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

- Excellent expertise in the field of missing persons;
- Good knowledge in operations management, acquired as part of a multi-disciplinary team including forensic personnel;
- Investigative skills and management of information from different types of sources (archives, databases, etc);
- Working knowledge of IT systems, in particular databases.

**6. Desirable Qualifications and Experience:**

- International working experience, particularly in post-conflict areas with multi-national staff and international organisations.

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

- Knowledge of OMPF or ICTY forensic databases;
- Knowledge of Mapping Tools;
- Training in first aid;
- 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.

<b>Position:</b> Forensic Archaeologist	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 50114 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Operations Support Pillar/ Forensic Medicine Team	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Forensic Archaeologist reports to the Deputy Director of the Institute of Forensic Medicine (IFM).

### 2. Main Tasks and Responsibilities:

- To construct search strategies and perform site assessments;
- To plan operational and logistical aspects of excavations;
- To direct and perform excavations and exhumations;
- To write reports to international archaeological standards;
- To compile reports of possible new sites of forensic interest;
- To work closely with the Exhumations Coordinator with the analysis of data pertaining to missing persons' cases with the aim of creating new leads;
- To plan for and train on the job local colleagues in the subject of forensic archaeology and related fields;
- To assist in the mortuary operation whenever required;
- To give expert testimony evidence in court.

### 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 Deputy Director of the IFM.

### 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 Archaeology, Bio-archaeology, Forensic Archaeology or a relevant field; **AND**
- A minimum of 5 years of relevant professional experience in operational forensic archaeology in the field of missing persons, after having fulfilled the education requirements.

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

- Solid background and knowledge in field forensic archaeological techniques including surveying, sketching and probing;
- Track record in the recording and recovery of human remains.
- Acquainted with the forensic work carried out by international, multidisciplinary teams;
- Working knowledge of human osteology;
- Demonstrable knowledge of applied archaeological methodologies and techniques for searching for burials, including the analysis and interpretation of extensive volumes of data.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience with digital mapping, survey techniques using TST and GPS, CAD or other 3D modelling packages, familiarity with GIS software packages and experience working with satellite imagery;
- Driving license of category C.

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

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good knowledge of data management.

<b>Position:</b> Information Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management level
<b>Ref. Number:</b> EK 50416 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To travel to all Mission areas including high risk areas as required;
- In collaboration with the Communications and Information Systems (CIS) Officer, the Information Security Officer operates in the following areas of activity:
  - Awareness Campaigns
    - To develop and implement awareness campaigns and workshops related to information security systems (desk routine and passwords etc.), cyber security threats (phishing and hacking), personal operational security (use of social network and mobile phones) and classified information handling;
  - Classified Information Handling
    - To develop Standard Operating Procedures (SOP) related to EU Policy and/or Council Security Regulations for EU staff;
    - To audit permanently classified information systems;
    - To track and maintain the Personal Security Clearance for EU Staff;
    - To report security violations and compromised information matters;
    - To develop and maintain any physical or technical structure for the protection of classified information.
  - Crypto Custodian
    - To assume responsibilities as the Crypto Custodian for the Mission:
    - To ensure registration, protection and transfer of accountable security items;
    - To report to the EU Crypto Custodian (DGA5-SSICS) in case of security violation or security compromise;
    - To develop and maintain a local framework for the use of crypto material, including audit and traceability;
    - To liaise and maintain contact with EEAS for any topic in relation to crypto matters. Information Security System (ISS)
    - To develop the general framework for information security in cooperation with CIS including, organisational requirements, investigation capacities and incident reports;
    - To participate in any study for implementation of new IT material, new interface (e.g. website);
    - To insure the monitoring of IT security systems including firewall etc.;
    - To be responsible for investigative matters in relation to security violations;

- To participate in general ISS framework development and maintenance.
- Cyber Security
  - To participate in the general cyber-security framework development and deployment specifically related to threat intelligence and threat assessment;
  - To develop an incident reporting line;
  - To participate in investigations;
  - To contribute to a good e-reputation.
- To assist Human Resources Division in defining the security clearance level required according to job descriptions and EEAS guidance;
- To advice Registry & Records Office on best practices in management and proper handling of EU Classified Information (EUCI);

### **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 perform any other related tasks as requested by the SMSO.

### **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 Qualification Framework which is equivalent to level 6 in the European Qualification Framework **OR** a qualification of the first cycle of 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 an award of an equivalent rank. The qualification should be in a subject field related to Information Management/Security, Information Systems Engineering/Security; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Expertise and knowledge in designing IT Technical Architecture;
- Good understanding of with network security auditing tools and procedures
- Proven ability to provide technical leadership for IT security;
- Knowledge of key information security principles and best practices;
- Knowledge of security management systems and programs;
- Extensive practical knowledge of current developments in information technology, networks and systems including standards, protocols, architectures and legislation and their relationship to matters of security;
- Creative planning and problem solving skills in the management of complex projects, time management and team skills with a focus on quality service in a limited resource environment;
- Ability to develop awareness campaigns;
- Ability to advise on security and counter intelligence;
- Professional capability to conceptualize, develop and review services, guidelines and policies.



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

- Experience in developing information security programs;
- Certification such as Certified Information Systems Security Professional (CISSP), forensic or malware analysis certification;
- Experience with impact studies and implementing risk assessment recommendations;
- Experience coordinating security-engineering projects and implementing systems;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving licence of Category C;
- Successful completion of the EU Mission Security Officer Certification Course.

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

- Knowledge of EU information security standards and formal accreditation processes;
- Ability to develop and audit security systems using traceability framework;
- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Member of the Human Rights Review Panel	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 50500 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Human Right Review Panel	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Member of the Human Rights Review Panel (HRRP) reports to the Civilian Planning and Conduct Capability (CPCC). The total indicative time commitment for this part-time position is approximately 25%.

### 2. Main Tasks and Responsibilities:

- Being fully independent in the exercise of all his/her functions, the incumbent will:
  - Review complaints filed with the HRRP with regards to alleged human rights violation by EULEX Kosovo in the conduct of its executive mandate;
- To be a member of the HRRP for EULEX Kosovo consisting of a total of three international members;
- As member of the HRRP, submit findings to the Head of Mission, including recommendations for remedial actions, if appropriate, in accordance with the EULEX Kosovo accountability concept;
- To develop rules of procedure of the HRRP, including procedures to process claims in groups, as appropriate;
- To develop and ensure an expeditious procedure for the review of complaints;
- To maintain the authority and dignity of the HRRP;
- To decide matters of rules and procedure which may arise during the review of a complaint;
- To be available to participate in HRRP sessions in Kosovo at least four times a year, each session lasting no less than five working days or when and as long as required;
- To direct and supervise the staff of the HRRP Secretariat.

### 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 d by the CPCC.

### 4. Essential Qualifications and Experience:

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

framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law with a specialization in Human Rights, International Public Law or Administrative Law; **AND**

- A minimum of 9 years of relevant professional experience in the field of human rights law, after having fulfilled the educational requirements, including experience working as a judge, attorney or law professor.

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

- Substantial knowledge of international and regional human rights instruments and mechanisms such as the Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Ability to interpret and apply legislative instruments based on sound legal judgment.

**6. Desirable Qualifications and Experience:**

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

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

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