

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo EULEX 3-2025 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Rule of Law Mission in Kosovo			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (25)</u>			
	EK 60004	Special Assistant to the Deputy Head of Mission	Pristina	ASAP
	EK 60021	Executive Officer	Pristina	01 Jan 2026
	EK 60026	Environmental Advisor	Pristina	ASAP
	EK 60027	Mission Analytical Capability Analyst	Pristina	ASAP
	EK 60034	Senior Reporting Officer	Pristina	ASAP
	EK 60037	Project Coordinator	Pristina	15 Dec 2025
	EK 60053	Human Resources Recruitment Officer	Pristina	ASAP
	EK 60076	Rule of Law Advisor North	Mitrovica	ASAP
	EK 60087	Correctional Monitor	Pristina	ASAP
	EK 60091	Deputy Chief Case Monitoring Unit/ Justice Monitor	Pristina	3 Jan 2026
	EK 60092	Justice Monitor	Pristina	ASAP
	EK 60092	Justice Monitor	Pristina	23 Jan 2026
	EK 60093	Police Monitor	Pristina	ASAP
	EK 60093	Police Monitor	Pristina	ASAP
	EK 60096	Thematic Lead Monitor- Gender Based Violence	Pristina	ASAP
	EK 60099	Thematic Lead Monitor- Corruption Offences	Pristina	ASAP
	EK 60101	Head of Police Advisors Unit	Mitrovica	3 Feb 2026
	EK 60102	Deputy Head of Police Advisors Unit	Mitrovica	ASAP

Job titles/ vacancy notice:	EK 60112	Intelligence Analyst	Pristina	ASAP
	EK 60211	Procurement Officer	Pristina	ASAP
	EK 60251	Deputy Senior Mission Security Officer	Pristina	23 Feb 2026
	EK 60265*	Team Leader Armed Protection Unit	Pristina	03 Feb 2026
	EK 60266*	Armed Protection Operator	Pristina	ASAP
	EK 60267	Close Protection Operator	Pristina	24 Feb 2026
	EK 60271	Mission Security Officer	Pristina	ASAP
	<u>Seconded/Contracted (2)</u>			
	EK 60255	Information Security Officer	Pristina	ASAP
Deadline for applications:	EK 60261	International Doctor	Pristina	ASAP
	Friday, 14 November 2025, at 17:00 (Brussels time)			
Applications must be submitted to:	1) You have the nationality of an EU Member State: you must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do 2) 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 authority to send them your application form. <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>			
Information:	For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ): Ms Susanne EVERT CIVOPSHQ-HR-EULEX-Kosovo@eeas.europa.eu +32 (0)2 584 29 63			

*Availability of the post pending deployment acceptance

Please note that the Country Threat Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

Low/Moderate/Significant Threat Non-Family Mission

The European Union Rule of Law Mission in Kosovo (EULEX Kosovo) bears a Low/Moderate/Significant Threat Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility.

Seconded personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member 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).

Seconded personnel from Contributing Third States – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted personnel – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and that there is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a /mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

Specificities for high or critical threat missions

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission (“cooling off period”) at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve month deployment, will not be eligible.

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

Tour of duty/contract period – Subject to the adoption of the 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 Operation Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert 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.

Serious deficiencies in any of these general conditions 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 for all Job Descriptions:

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 Operation. 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 requirement.

To ensure duty of care in the 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.

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 advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

Knowledge – Candidates should have 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).

Skills and abilities

Language skills – Candidates must have the understanding, speaking, and writing proficiency in the working languages 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 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 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.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II.B Desirable requirements

Knowledge of the Mission area – Candidates should have a 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 – Knowledge of local language(s), depending on the job tasks and responsibilities.

Driving licence – Category C driving licence.

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 on 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) or Certificate of Good Conduct – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called **Certificate of Good Conduct**).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

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 Operation of the Mission.

Medical certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify 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 (CivOpCdr 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.

Deficiencies in any of the documents requested for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

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 CivOpsHQ encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

Application form – Applications will be considered only when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, 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, interviewed in Brussels, at the Headquarters of the Mission or via video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States 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 – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Training – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning>.

Pre-Deployment Training (PDT) – 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/CivOpsHQ processes personal data pursuant to Regulation (EC) 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. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

The Privacy Statement is available on the EEAS website.

V. 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 Operational Plan (OPLAN).

SECONDED POSITIONS

Position: Special Assistant to the Deputy Head of Mission	Employment Regime: Seconded	
Ref. Number: EK 60004 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Head/ Deputy Head 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) and is administratively line managed by the Head of Head of Mission Office.

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 collaborate closely with the Head of Head of Mission Office in relation to planning and preparation of activities of Head of Mission and DHoM;
- To support DHoM in the organisation of mission-wide task forces, working groups and follow-up on cross-cutting topics;
- To maintain contacts with the different organisational units of the Mission to contribute to a smooth flow of information;
- To coordinate with external stakeholders at the appropriate level;
- To receive, filter, and oversee incoming and outgoing correspondence within the DHoM Office;
- To draft documents where appropriate on behalf of the DHoM and the Head of Head of Mission Office;
- 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 3 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.
- Preferably a 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.

Position: Executive Officer	Employment Regime: Seconded	
Ref. Number: EK 60021 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: 01 Jan 2026
Component/Department/Unit: Office of the Chief of Staff	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Executive Officer reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To support and advise CoS in the execution of his/her functions and to assist in the daily management of the Office of the Chief of Staff, including management of local staff as assigned by the CoS;
- To serve as principal point of contact for the CoS, co-ordinating and following up, inter alia, with senior Mission staff, the Civilian Operations Headquarters (CivOpsHQ), and external interlocutors as appropriate;
- To handle the follow-up to CoS tasking and co-ordinating incoming requests; upon receiving instructions from CoS, ensuring that timely and appropriate action is made, such as initiating meetings for CoS, compiling inputs and preparing draft responses;
- To ensure that advice and information provided for the CoS by Mission staff is coordinated with all relevant components of the Mission prior to its submission to the CoS;
- To assist in drafting plans, directives, letters, SOPs, orders and instructions to be approved and/or issued by the Head of Mission;
- To review reports, letters and other documents prepared for signature by CoS ensuring quality and accuracy in substance;
- To maintain contact with local authorities, governmental organisations, non-governmental organisations and other interlocutors as directed by the CoS;
- To attend internal meetings on behalf of the CoS;
- To accompany the CoS to meetings and to take minutes.

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 CoS.

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 educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Administrative skills (office management, event planning, project management);
- Professional fluency in the English language, both oral and written with strong briefing, drafting and editing skills.

6. Desirable Qualifications and Experience:

- Educational qualification in the field of Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies;

- International experience, particularly in crisis areas with multi-national or international organisations;
- Working experience as a Special Assistant or Executive Officer to senior management.
- Experience in effectively reviewing, developing and managing workflows and standard operating procedures and communication flows.

7. Desirable Knowledge, Skills and Abilities:

- Demonstrated organisational, analytical, communication and interpersonal skills;
- Ability to brief complex plans comprehensively, accurately and coherently;
- Proven ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to work on a multitude of activities at the same time with limited supervision;
- High degree of initiative with ability to proactively identify problems and recommend solutions;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Absolute discretion, reliability and trustworthiness
- Sound knowledge of the functioning of the EU and, in particular, CSDP missions;
- Knowledge of the administrative rules and regulations relevant to CSDP missions.

Position: Environmental Advisor	Employment Regime: Seconded	
Ref. Number: EK 60026 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Environmental Advisor reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for environmental and climate issues;
- To provide advice to the CoS and Mission management on the implementation of the EU policy on environment and climate within the Mission mandate;
- To assist in the operationalisation and integration of climate and environment perspectives and mainstreaming issues within the Mission;
- To provide ad hoc advice on technical and managerial solutions to improve the Mission environmental performance;
- To raise awareness and provide training on environmental and climate issues;
- To support the development of environmental and climate analysis related to the implementation of the Mission mandate including policy development, duty of care aspects, security analysis, Mission footprint and environmental health issues etc.;
- To establish mechanisms for monitoring, implementing and evaluating EU and international instruments for environment and climate including deliverables on the “EU Green Deal” and the “EU Climate Law”;
- To carry out analysis on the nexus of security, climate and environmental situation in the host state and potential implications on the Mission mandate;
- To advise on the development and content of strategic communications with regard to climate and environmental dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures aiming at integrating climate and environmental perspective;
- To liaise with the local and international entities involved in the promotion of environmental sustainability;
- To ensure Mission management and Mission members are up to date on sustainability, environmental considerations and climate smart approaches;
- To establish long-term working relationships with environmental organisations in line with the Sustainable Development Goals’ agenda.

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 tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of environmental health, environmental science, natural resources management, sustainability approaches or other related field; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to conduct environmental assessments and analyses;
- Ability to provide advice based on sustainable environmental approaches and climate smart solutions;
- Training skills;
- Knowledge of the Sustainable Development Goals and the Paris Agreement content and their applications;

6. Desirable Qualifications and Experience:

- Knowledge of climate footprint analysis, green engineering, environmental management systems, environmental assessments etc.;
- Technical knowledge on environmental and climate mitigation/adaptation;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Mission Analytical Capability Analyst	Employment Regime: Seconded	
Ref. Number: EK 60027 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission (HoM) whilst being administratively attributed to the Chief of Staff office.

2. Main Tasks and Responsibilities:

- To support the Mission's situational awareness in accordance with the agreed MAC concept;
- To establish where required and as directed by the HOM liaison arrangements with relevant counterparts;
- To contribute to, and if applicable draft, Mission reports, including Special Reports;
- To disseminate MAC products internally and/or externally as directed by the HoM and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To act upon the HoM's information and analysis requirements;
- To help if so directed with analysis related to hybrid threats including disinformation and/or other theatre-specific emerging challenges;
- Identify the specific dynamics and actors linked to the situation of the Area of Operation;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the Area of Operation and against the Mission, the host nation and EU interests, and to further develop the Mission's 'early warning' capacity on hybrid and other threats; in coordination with relevant actors in the Mission;
- To manage Mission interaction with EU INTCEN/Single Intelligence Analysis Capacity (SIAC) including the Hybrid Fusion Cell (HFC);
- To promote a positive, gender-equal and inclusive working environment, and to treat all staff fairly in accordance with EU values.

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.

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;
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements;

5. Essential Knowledge, Skills and Abilities:

- Handling, processing, analysis and presentation of information from various sources;

- Excellent Writing and reporting skills;
- Proficiency in English.

6. Desirable Qualification and Experience:

- Master's degree in any of the fields of Political Science, International Relations, or other related fields;
- Experience in analysis on hybrid threat issues and/or other theatre-specific emerging challenges;
- Analytical experiences gained in an analytical position in a governmental agency or equivalent;
- Experience in use of analytical IT packages and processes;
- Successful completion of OSI and/or OSINT courses;
- International experience, particularly in crisis or post-conflict areas with multi-national and international organisations working with people from diverse backgrounds in an analytical or political advisory capacity.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Ability to work on his/her own initiative in a methodical manner;
- Knowledge of the regional context;
- Excellent drafting, writing and reporting skills;
- Critical thinking, evaluation and problem-solving skills;
- Problem-solving skills;
- Excellent interpersonal and communication skills;
- Working level knowledge of Albanian and/or Serbian.

Position Name: Senior Reporting Officer	Employment Regime: Seconded	
Ref. number: EK 60034 Confirmed vacancies: 1 Pending vacancies: 0	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 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, including at least 2 years in a reporting or analytical role.

5. Essential Knowledge, Skills and Abilities:

- Demonstrated excellent drafting and editing skills;

- Proven profound knowledge of information collection and analytical methods;
- Communication and presentation skills;
- Pro-active and innovative approach;
- Client-oriented attitude;
- 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.

Position: Project Coordinator	Employment Regime: Seconded	
Ref. Number: EK 60037 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 15 Dec 2025
Component/Department/Unit: Office of the Chief of Staff/ Planning, Reporting & Evaluation Section/ Project Cell	Security Clearance Level: NOT APPLICABLE	Open to Contributing Third States: YES

1. Reporting Line:

The Project Coordinator reports to the Head of Planning, Reporting & Evaluation Section (PRES).

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work of the Mission's Project Cell in accordance with the Mission's Operation Plan (OPLAN) and relevant planning documents;
- To ensure project proposals are coordinated within the Mission and external stakeholders;
- To support and facilitate the Mission's operational elements and managers in identifying, planning, developing and implementing Mission projects with other stakeholders by applying appropriate project management methodologies;
- To assess project proposals and make recommendations on feasibility and sustainability of projects in cooperation with the Finance Unit, operational elements and heads of units;
- To establish and maintain contacts with International Organisations and Non-Governmental Organisations to identify potential project partners and funding opportunities, while prioritizing project sustainability and non-duplication of efforts; ;
- To establish and maintain the mission project database and ensure accurate Mission project history and ongoing activities record;
- To conduct post project reporting and evaluation for systematic impact assessment;
- To ensure transparency and strict compliance with EU rules and regulations throughout project cycles by applying robust compliance frameworks and standardized procedures;
- To develop and maintain project management procedures;
- To identify, manage and report risks arising from the implementation of processes, systems and projects.

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 Planning, Reporting and Evaluation Section.

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. Master's Degree OR equivalent and attested police and/or military education or training 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 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to work collaboratively;
- Ability to manage, mentor and motivate colleagues from different backgrounds;
- Ability to establish, plan, and review priorities incl. excellent problem solving skills;
- Ability to communicate and engage with senior staff and decision makers;
- Excellent Project management skills;
- Familiarity with EU financial regulations;
- Report writing and communication skills, strong client orientation.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Albanian and/or Serbian Language.

Position: Human Resources Recruitment Officer	Employment Regime: Seconded	
Ref. Number: EK 60053 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Human Resources Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Human Resources Recruitment Officer reports to the Head of Human Resources Section.

2. Main Tasks and Responsibilities:

- To manage the end-to-end selection and recruitment processes, ensuring compliance with established procedures and guidelines in consultation and under the supervision of the Head of Human Resources Section (HRS);
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To develop and implement effective recruitment strategies and attract qualified candidates for various positions within the Mission;
- To update job descriptions in line with the Civilian Mission Job Descriptions Handbook in consultation with line managers and Civilian Operations Headquarters (CivOpsHQ);
- To coordinate the selection and recruitment process:
 - managing vacancies and applications;
 - advising and training selection panels;
 - preparing selection reports;
 - participating in selection panels;
 - preparing, updating and maintaining the application and recruitment information databases;
 - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
 - communicating with candidates;
 - conducting the grading of international contracted personnel;
- To advise and assist Mission members on Human Resources recruitment policies and procedures, recruitment best practices and diversity and inclusion;
- To cooperate closely with the assigned CivOpsHQ Human Resources Expert in all matters related to selection procedures;
- To plan, set up and develop Mission reconfiguration practices, in accordance with strategic guidance from CivOpsHQ in consultation and under the supervision of the Head of HRS;
- To support the HRS Rotations Team in the deployment of selected candidates and their redeployment in coordination with CivOpsHQ, including the check-in and check-out of Mission members, create and implement effective onboarding plans;
- To support the HRS Rotations Team in the extension process for eligible seconded staff prior to the launch of the Call for Contribution;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CivOpsHQ Human Resources policies;
- To utilise the Mission databases as well as the centralized IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To support the HR Training Team on training and staff development matters especially in relation to selection and reconfiguration matters;
- To develop and implement tools for business continuity;
- To contribute to planning, setting up, developing and updating Human Resources related SOPs, guidelines and instructions.

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:

- People management skills;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching and negotiating skills;
- Excellent communication skills, both written and oral;
- Experience with MS Office applications such as MS EXCEL, Word, Outlook, PowerPoint;
- Excellent presentation skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Familiarity with e-learning systems in international environment;
- Knowledge of different presentation methodologies including contemporary online applications;
- Proficiency with social media and graphic design software (such as Canva).

Position: Rule of Law Advisor North	Employment Regime: Seconded	
Ref. Number: EK 60076 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations Department / Justice & Corrections Component/ Case Monitoring Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Rule of Law Advisor North reports to the Chief of Case Monitoring Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with the Police Advisers Unit as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To support the development of the Mitrovica Basic Court, Mitrovica Basic Prosecution Office in the field of Justice Reform through mentoring, monitoring and advising;
- To be the key interlocutor with the President of the Mitrovica Basic Court, the Chief Prosecutor of the Mitrovica Basic Prosecution Office and lawyers, members of the Kosovo Bar Association.

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. Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; The qualification should be in the field of Law;
AND
- A minimum of 6 years of relevant professional experience in the judicial or prosecutorial field and/or as a lawyer, after having fulfilled the education requirements;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organizations.

5. Essential Knowledge, Skills and Abilities:

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Knowledge of prosecution office management, and generally applicable standards in relation to the independence and accountability of the prosecutors and their specific hierarchical organisation;
- Knowledge of Kosovo legislation and jurisprudence;
- Knowledge and understanding of the social and political situation in Kosovo;
- Ability to perform under stress and in difficult circumstances;
- Mediation, social and interpersonal skills;
- Ability to mentor and motivate local counterparts;
- Reporting and writing skills.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Serbian and/or Albanian language.

Position Name: Correctional Monitor	Employment Regime: Seconded	
Ref. Number: EK 60087 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations Department/ Justice & Corrections Component/ Correctional Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Correctional 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:

- Pre-Deployment training for Prison Officers;
- 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.

Position: Deputy Chief Case Monitoring Unit/ Justice Monitor	Employment Regime: Seconded	
Ref. Number: EK 60091 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 3 Jan 2026
Component/Department/Unit: Operations Department/ Justice and Corrections Component/ Case Monitoring Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

Deputy Chief Case Monitoring Unit Responsibilities:

- To support the Chief of the CMU in leading, managing and coordinating the work and staff of the CMU in accordance with the Mission Implementation Plan and relevant planning document;
- To deputise in the absence of the Chief of the CMU;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To ensure timely reporting on activities as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components/Units and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;

Justice Monitor 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 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 6 years of relevant professional experience, after having fulfilled the education requirements out of which:
 - A minimum of 2 years at coordination/management level;
 - 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 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 government decision makers;
- 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.

Position: Justice Monitor	Employment Regime: Seconded	
Ref. Number: EK 60092 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP & 23 Jan 2026
Component /Department/Unit: Operations Department/ Justice & Corrections Component/ Case Monitoring Unit	Security Clearance Level: NOT 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.

Position: Police Monitor	Employment Regime: Seconded	
Ref. Number: EK 60093 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations Department/ Justice & Corrections Component/ Case Monitoring Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: 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 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 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.

Position: Thematic Lead Monitor - Gender Based Violence	Employment Regime: Seconded	
Ref. Number: EK 60096 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations Department/ Justice & Corrections Component/ Case Monitoring Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Thematic Lead Monitor - Gender Based Violence reports to the Chief of the Case Monitoring Unit.

2. Main Tasks and Responsibilities:

- To monitor, analyse and assess the handling of Gender Based Violence (GBV) cases through the chain of criminal justice, from investigation stage to trial stage, in close coordination with other members of the Case Monitoring Unit (other thematic experts and Police and Justice Monitors);
- To act as a focal point for the Case Monitoring Unit for all matters related to GBV in coordination with the Case Monitoring Unit gender focal points;
- To establish professional working relationship with relevant rule of law institutions NGOs, civil society, relevant local and international authorities and organisations dealing with GBV;
- To coordinate, as appropriate, with internal and external stakeholders;
- To provide policy recommendations to relevant rule of law institutions based on the outcome of the analysis and assessment of the handling of GBV cases through the chain of criminal justice;
- To analyse and assess the legal and institutional framework concerning GBV in Kosovo and identify areas of improvement;
- To prepare submissions on GBV for the annual EULEX public Justice Monitoring Report, and for other thematic reports as applicable;
- 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 GBV.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective thematic area of responsibility;
- To contribute and ensure timely reporting on activities within the respective thematic 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;
AND
- A minimum of 6 years of relevant professional experience in the judicial field and/or any other relevant field after having fulfilled the education requirements out of which:

- A minimum of 3 years of relevant progressive professional experience in the field of Gender Based Violence;
- Experience in legal research and analysis;
- Experience in case work/processing and complaints handling.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of international and regional human rights legal instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms and 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;
- Excellent legal drafting skills.
- Ability to perform under stress and in difficult circumstances;
- 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.

Position: Thematic Lead Monitor – Corruption Offences	Employment Regime: Seconded	
Ref. Number: EK 60099 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations Department/ Justice & Corrections Component/ Case Monitoring Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Thematic Lead Monitor – Corruption Offences reports to the Chief of the Case Monitoring Unit.

2. Main Tasks and Responsibilities:

- To monitor, analyse and assess the handling of corruption offences cases through the chain of criminal justice, from investigation stage to trial stage, in close coordination with other members of the Case Monitoring Unit (other thematic experts and Police and Justice Monitors);
- To act as a focal point for the Case Monitoring Unit for all matters related to corruption offences;
- To establish professional working relationship with relevant rule of law institutions, NGOs, civil society, relevant local and international authorities and organisations dealing with corruption;
- To coordinate, as appropriate, with internal and external stakeholders;
- To provide policy recommendations to relevant rule of law institutions based on the outcome of the analysis and assessment of the handling of corruption cases through the chain of criminal justice;
- To analyse and assess the legal and institutional framework concerning corruption in Kosovo and identify areas of improvement;
- To prepare submissions on corruption for the annual EULEX public Justice Monitoring Report, and for other thematic reports as applicable;
- 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 corruption.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective thematic area of responsibility;
- To contribute and ensure timely reporting on activities within the respective thematic 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;
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 corruption or serious crime, 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 international and European legal framework in the field of anti-corruption;
- Knowledge of international and European human rights law, international and regional human rights instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, and EU policies, legislation, guidelines and best practices applicable in the anti-corruption, human rights, transitional justice and rule of law sector;
- Practical understanding of legal reform processes
- Legal drafting skills;
- Ability to perform under stress and in difficult circumstances;
- 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.

Position: Head of Police Advisors Unit	Employment Regime: Seconded	
Ref. Number: EK 60101 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 3 Feb 2026
Component/Department/Unit: Operations Department/ Police Information & Operations Component/ Police Advisors Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Head of Police Advisors Unit reports to the Head of Police Information & Operations Component.

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 advising and mentoring local counterpart(s) on the strategic and operational level;
- To support the Mission in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To support the development of local institutions in northern Kosovo by providing technical, tactical and constructive advice and mentoring to the KP Regional Commander in the field of planning for police operations 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 other horizontal Mission's advisers, within the Operations Department and with other relevant units, including to Formed Police Unit operational coordination in the North Kosovo and facilitating trainings with Kosovo Police Units;
- To facilitate the third tier response mechanism in relation to crowd control and management in the North;
- To design and deliver trainings;
- 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 the Head of Police Information & Operations Component.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law or any other related field OR equivalent and attested police or/and military education;
AND

- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 3 years at management level.

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;
- Senior Law Enforcement Officer;
- Knowledge and understanding of Intelligence Lead Policing and Community 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;
- 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.

Position: Deputy Head of Police Advisors Unit	Employment Regime: Seconded	
Ref. Number: EK 60102 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations Department/ Police Information & Operations Component/ Police Advisors Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Deputy Head of Police Advisors Unit reports to the Head of Police Advisors Unit.

2. Main Tasks and Responsibilities:

- To support the Head of Police Advisors Unit 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 Head of Police Advisors Unit;
- To assist the Head of Police Advisors Unit in providing analysis and recommendations to the local counterpart in the area of responsibility;
- To assist the Head of Police Advisors Unit 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 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 Head of Police Advisors Unit 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 the Operations Department Units as required, including the Formed Police Unit operational coordination in the North Kosovo and facilitating trainings with Kosovo Police Units;
- To assist the Head of Police Advisors Unit 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 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 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 out of which a minimum 2 years at management level.

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;
- Senior Law Enforcement Officer;
- Knowledge and understanding of Intelligence Lead Policing and Community 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;
- Educational qualification in any of the fields of Political Science, International Relations, Law or any other related field;
- 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.

Position: Intelligence Analyst	Employment Regime: Seconded	
Ref. Number: EK 60112 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations Department/ Police Information & Operations Component/ Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

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 contributing on the operational level in the respective field of expertise;
- To collate, analyse and develop intelligence from a variety of sources relating to Persons of Interest in line with the Mission's mandate;
- To conduct telephone and financial data analysis;
- To maintain an overview of individual operations, provide input for on-going intelligence collection and task intelligence officers;
- To produce strategic assessments to give an overview of Persons of Interest in line with the Mission's mandate.
- To present analysis results and provide recommendations for action – in particular through the production of target packages for dissemination to operational law enforcement teams;
- To assist in the development of best practices for the handling and use of intelligence both within the office and other stakeholders.

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. The qualification should be in any of the following fields of expertise: Law, Intelligence, Criminology, Social Sciences, Mathematics or other related university studies OR an equivalent and attested police or/and military education;
AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements;
- Extensive and progressive professional experience in intelligence issues and/or complex data.

5. Essential Knowledge, Skills and Abilities:

- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;

- Working knowledge of i2 products (iBase and analyst notebook);
- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: Procurement Officer	Employment Regime: Seconded	
Ref. Number: EK 60211 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Procurement Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Procurement Officer reports to the Chief Procurement Unit.

2. Main Tasks and Responsibilities:

- To conduct contracting and procurement processes for the Mission in line with established professional and transparent procurement policies, rules and procedures;
- To assist and advise the Chief Procurement Unit on legal issues related to the procurement cycle (from strategic planning to contract);
- To assist other units with contracting and procurement matters and procedures;
- To develop professional relationships and working partnerships with the European Commission and the European Union External Action Services involved in procurement processes;
- To develop professional relationship and work partnerships with procurement colleagues in other civilian CSD Missions to exchange best practices;

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, human rights and environmental sustainability aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Chief Procurement 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 the field of Law, Public Administration, Business Administration or other related university studies;
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements,
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with the EU legislation and regulations.

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and financial acumen;
- Ability to establish, plan and review priorities;
- Negotiations and project management skills;
- Supply market analysis skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System,
- Experience in sustainable and green procurement.

Position: Deputy Senior Mission Security Officer	Employment Regime: Seconded	
Ref. Number: EK 60251 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 23 Feb 2026
Component/Department/Unit: Security and Health Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Deputy Senior Mission Security Officer (D/SMSO) reports directly to the Senior Mission Security Officer (SMSO) and in his/her absence to the Head of Mission.

2. Main Tasks and Responsibilities:

- To support the SMSO in leading, managing and coordinating the work and staff of Security and Health Department;
- To support Mission members in relation to security measures and ensure all necessary actions are taken particularly in emergency cases;
- To assist the SMSO in the supervision and planning of all field visits/journeys and provide timely advice and guidance to Mission members;
- To assist the SMSO in the management of contracted local security services;
- To travel throughout Kosovo and conduct security measures;
- To contribute to the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures;
- To contribute to, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the MSP, including provisions for relocation/evacuation as well as effective warden and movement of personnel system;
- To deputise for the SMSO as required;
- To advise the Head of Mission, senior Mission management and other parts of the Mission on all security related matters affecting the Mission, its assets, personnel and information;
- To assess the security situation and provide advice, assistance, and implement measures to ensure the security and safety of Mission's members;
- To contribute to the protection of EU classified information (EUCI) within the Mission and ensure information is handled in accordance with EU rules and regulations;
- To produce the security inputs to daily Situation Reports, Weekly Operations Summaries, Monthly and Six Monthly Reports etc. and to ensure real time reporting from potential trouble spots as appropriate;
- To provide comprehensive security induction training to Mission members;
- To conduct regular security drills, communication tests and evacuation exercises;
- To advise Mission members on security issues as required;
- To perform security reviews of Mission members personal protective equipment, transport, Mission members residency as necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and draft related terms of references;
- To ensure that all security and communication equipment is operational and ready to use.
- 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 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 SMSO.

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 related to Police Sciences, Military Sciences, Social Sciences or Security OR equivalent and attested police or/and military education OR a Civilian Security Organization with specialized training on field operations, force protection and/or security
AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level;
- In all cases professional experience must demonstrate increasing responsibility 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;
- Experience in safety and security and in the development of relevant policies and procedures.

5. Essential Knowledge, Skills and Abilities:

- 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 contribute creatively to the development of security policies and procedures;
- Planning and time-management skills;
- Very good interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience:

- University or/and Master's Degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of the EU Mission Security Officer Certification Course;
- 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 license of Category C.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Position: Team Leader Armed Protection Unit	Employment Regime: Seconded	
Ref. Number: EK 60265 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: 03 Feb 2026
Component/Department/Unit: Security and Health Department/ Armed Protection Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Team Leader Armed Protection Unit reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework;
- To manage the armed protection security in coordination with the Host government armed protection forces assigned to the Mission protection;
- To be responsible for planning and execution of Armed Protection operations, in line with the firearms policy stated in the Operation Plan (OPLAN);
- To carry out daily administration and operational planning for the Armed Protection Team;
- To assist in the oversight of Armed Protection Team staff, providing instructions, support and assistance as required;
- To develop and maintain Mission armed protection policies and procedures;
- To provide comprehensive procedural documents related to armed protection activities based on the firearms legal framework policy;
- To coordinate the preparation and delivery of firearms training for the Armed Protection Team in liaison with the Weapons and Firearms Instructor/Armourer;
- To identify Mission members' security training requirements and deliver training;
- To provide personal security advice to Mission members;
- To maintain operational effectiveness and equipment husbandry;
- To develop professional contacts with the local police, military and security managers of other international organisations in coordination with the Security and Health Department;
- To liaise with civilian and military organisations to assess current and future threats;
- To carry out threat assessments to ensure appropriate security measures are in place in a timely and effective manner;
- 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 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 line managers.

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 and/or military education or training or an award of an equivalent rank;

AND

- A minimum of 6 years of relevant professional after having fulfilled the education requirements, out of which a minimum of 3 years of experience at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Trained and certified in close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Valid license for armoured vehicles or C or C1 driving license;
- Ability to operate a variety of communication systems;
- Ability to contribute creatively to the development of security strategies and procedures;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- Successful completion of an Industry Standard Security Qualification;
- International experience, particularly in crisis areas with multinational and international organisations.
- Advanced driving training (defensive driving);
- Pistol and rifle instructor certification/accreditation from a recognised institution;

7. Desirable Knowledge, Skills and Abilities:

Knowledge of the Mission area and potential security threats

Position: Armed Protection Operator	Employment Regime: Seconded	
Ref. Number: EK 60266 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Security and Health Department/ Armed Protection Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Armed Protection Operator reports to the Team Leader Armed Protection Unit.

2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework
- To be responsible for Armed Protection operations;
- To contribute to the armed protection security set up of Mission members;
- To carry out daily administration and operational planning for Armed Protection Team activities;
- To assist in the development of Mission Armed Protection policies and procedures;
- To assist the Armed Protection Team Leader in compiling comprehensive procedural documents with respect to Armed Protection activities;
- To contribute in identifying staff personal security training requirements and deliver training as required under the supervision of Armed Protection Team Leader;
- To maintain operational effectiveness and equipment husbandry;
- 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 Team Leader Armed Protection Unit.

4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by a diploma 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 education requirements.

5. Essential Knowledge, Skills and Abilities:

- Authorised and issued a personal weapon;
- Ability to operate a variety of communication systems;
- Valid driver's license category C - to be present latest upon deployment in case of selection.

6. Desirable Qualifications and Experience:

- Trained and certified in close protection techniques (theory and practice);
- Hold an industry standard First Aid Qualification;

- Experience driving Armoured vehicles;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats.

Position: Close Protection Operator	Employment Regime: Seconded	
Ref. Number: EK 60267 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 24 Feb 2026
Component/Department/Unit: Security and Health Department/ Armed Protection Unit	Security Clearance Level: NOT REQUIRED	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;
AND
- 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:

- 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.

Position: Mission Security Officer	Employment Regime: Seconded	
Ref. Number: EK 60271 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Security and Health 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 Team. 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 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 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;
AND
- 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;
- 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.

SECONDED/CONTRACTED POSITIONS

Position: Information Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Management Level (MSML)
Ref. Number: EK 60255 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Security and Health 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 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 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 comply with the cybersecurity incident reporting procedure and line;
- To participate in investigations;
- To foster responsible use of IT assets and lead by example;

- To assist Human Resources Section in defining the security clearance level required according to job descriptions and EEAS guidance;
- To advise Mission Members 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. The qualification should be in a subject field related to Information Management/Security, Information Systems Engineering/Security; AND
- At least 4 years of relevant and proven full-time professional experience, after having obtained the relevant degree/qualification;

5. Essential Knowledge, Skills and Abilities:

- 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 design of IT Technical Architecture;
- Experience with network security auditing tools and procedures;
- 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.

Position: International Doctor	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Management Level (MSML)
Ref. Number: EK 60261 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Security and Health Department/ Medical Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The International Doctor reports to the Chief of Medical Unit.

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 5 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; The qualification should be as General Medicine Practitioner;

AND

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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