

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p align="center">European Union Rule of Law Mission in Kosovo (EULEX Kosovo) 1-2022 Call for Contributions</p>						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX Kosovo)					
Job Location:	Western Balkans Region (Kosovo)					
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post	Pending	Confirmed	Total Vacancies	Availability
	<u>Seconded</u>					
	EK 50003	Head of Head of Mission's Office	0	1	1	ASAP
	EK 50102	Special Assistant to the Office of the Head of Operations Pillar	0	1	1	ASAP
	EK 50121	Informant Handler	0	2	2	ASAP
	EK 50122	Intelligence Analyst	1	0	1	21/07/2022
	EK 50123	Intelligence Researcher/ Database Input Officer	0	1	1	ASAP
	EK 50124	Desk Officer/ Office Manager	1	0	1	23/09/2022
	EK 50202	Senior Police Advisor North	0	2	2	ASAP
	EK 50207	Correctional Monitor	0	1	1	ASAP

	EK 50211	Mobile Monitor (Justice)	1	0	1	1/10/2022
	EK 50214	Organised Crime Monitor	1	0	1	21/08/2022
	EK 50222	Thematic Lead Monitor- Gender Based Violence	1	0	1	ASAP
	EK 50223	Thematic Lead Monitor- Hate Crimes	0	1	1	ASAP
	EK 50225	Thematic Lead Monitor- Environmental Crimes	1	0	1	ASAP
	EK 50402	Deputy Senior Mission Security Officer	0	1	1	ASAP
	EK 50410	Close Protection Operator	0	1	1	ASAP
	EK 50411-1	Mission Security Officer	0	2	2	ASAP
	EK 50500	Member of the Human Rights Review Panel	0	1	1	ASAP

Job Titles/ Vacancy Notice:	<u>Seconded/Contracted</u>					
	EK 50006	Senior Political Advisor	0	1	1	ASAP
	EK 50114	Forensic Archaeologist	0	1	1	ASAP
Deadline for Applications:	24 May 2022, 17:00 hrs CET (Brussels time)					

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

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

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

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

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

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

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a contributing third State.

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

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

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

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Physical and Mental Health – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operations. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit

to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirements.

To ensure duty of care in the civilian CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in contributing States/country of residence.

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

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

4. Skills and abilities

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

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

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

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

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

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

II.B Desirable Requirements

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

Knowledge and Experience of Security Sector Reform – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

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

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

Driving License – Category C driving license.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

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

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

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

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

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

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

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

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

IV. ADDITIONAL INFORMATION

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

Application Form – Applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, and indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated Application Form returned in word format.

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

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

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

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

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

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

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in the field of Political Sciences, International Relations, Diplomacy or other related university studies; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level;
- Experience in working in a complex environment with multiple actors.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Special Assistant to the Office of the Head of Operations Pillar	Employment Regime: Seconded	
Ref. Number: EK 50102 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Support Pillar	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Special Assistant to the Office of the Head of Operations Support Pillar reports to the Head of Operations Support Pillar.

2. Main Tasks and Responsibilities:

- To support the Head and Deputy Head of Operations Support Pillar (HoOSP) in analysing and assessing the development and progress of the Pillar's performance against the Mission's mandate, tasks and priorities in the area of policing as set in the planning documents and the Mission Implementation Plan;
- To ensure the communication flow and timely correspondence and information sharing of the Office of the HoOSP;
- To liaise regularly with other Mission operational elements and external stakeholders;
- To produce timely and accurate periodic and ad-hoc reports on behalf of the Head and Deputy Head of OSP on the a status of the Mission's mandate implementation;
- To ensure the proper handling of documentation and files within the Office of the HoOSP, including the Criminal Intelligence and Cooperation Unit;
- To assist the Head and the Deputy Head of OSP with aspects of Mission representation, e.g. preparing presentations and materials;
- To accompany the Head and the Deputy Head of OSP to meetings and events, including preparations, taking minutes and required follow-up;
- To assist the Head and the Deputy Head of OSP in ensuring timely and accurate reporting as per Mission planning documents and the Mission Implementation Plan.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the

European Qualifications Framework OR a qualification of the 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 Political Science, International Relations, Law, Social Sciences, Business or Public Administration, or other related university studies OR equivalent and attested police and/or military education; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- Senior Law Enforcement Officer;
- Experience in different fields of policing.

5. Essential Knowledge, Skills and Abilities:

- Ability to work to tight deadlines with minimal supervision;
- Interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience

- Experience as a personal assistant to a higher level position.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Informant Handler	Employment Regime: Seconded	
Ref. Number: EK 50121 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Support Pillar, Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the following fields of expertise: Law Intelligence,

Criminology, Policing Studies or other related university studies OR an equivalent police or/and military education;

- A minimum of 7 years of relevant professional police experience or experience in a similar/relevant field, after having fulfilled the education requirements;
- Extensive and progressive professional experience in criminal intelligence, handling of covert human intelligence sources and criminal investigation fields;
- Extensive experience in the field of informant handling, source expenses and relevant technical equipment.

5. Essential Knowledge, Skills and Abilities:

- Previous experience of working in criminal intelligence and/or informant handling;
- Authorised to carry and issued a personal weapon if seconded or prepared to be trained and issued a personal firearm if contracted.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: Intelligence Analyst	Employment Regime: Seconded	
Ref. Number: EK 50122 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: 21/07/2022
Division/Department/Unit: Operations Support Pillar, 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;

- 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: Intelligence Researcher/ Database Input Officer	Employment Regime: Seconded	
Ref. Number: EK 50123 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Operations Support Pillar, Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Intelligence Researcher/ Database Input Officer 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 provide research assistance to analysts and intelligence officers within the Criminal Intelligence and Cooperation Unit (CICU) and to insert data in the intelligence database;
- To research open and internal sources of information and relevant databases and records;
- To liaise closely with intelligence officers within the Office and other staff members of the Operations Support Pillar to ensure the free flow of information;
- To disseminate information as operationally required while following CICU policy regarding security of information.

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:

- A level of secondary education attested by a diploma complemented by police training;
- A minimum of 5 years of relevant professional police experience or equivalent professional experience, after having obtained the secondary education and the police training;
- Extensive and progressive professional experience in intelligence issues and/or complex data;
- Extensive practical experience in intelligence data research including open source.

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).

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:

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

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To 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 act as the focal point for receiving, developing and disseminating information/intelligence in accordance with the Criminal Intelligence and Cooperation Unit (CICU) policy;
- To maintain records in order to assist in the provision of information management;
- To provide quality control to ensure compliance with all CICU policies;
- To act as the Office Manager with direct responsibility for the daily operations of the CICU;
- To maintain and develop a wide range of contacts with individuals and organisations;
- To liaise with Intelligence Officers;

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:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience with EUROPOL information exchange mechanisms;
- Experience in criminal intelligence.

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.

Position Name: Senior Police Advisor North	Employment Regime: Seconded	
Ref. Number: EK 50202 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Advisor North reports to the Head of Monitoring Pillar.

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 deliver the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Regional Commander and their Regional Teams in Mitrovica;
- To support the development of local institutions 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 and other horizontal Mission's advisers, the Case Monitoring and Dialogue Support Unit of the Monitoring Pillar and with relevant Operation Support Pillar's units with reference to joint Formed Police Unit and Kosovo Police Quick Reaction Teams trainings;
- To facilitate the third tier response mechanism in relation to crowd control and management in the North;
- To design and deliver 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 the Head of Monitoring Pillar.

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;
- Law Enforcement Officer;
- Knowledge and understanding of Intelligence Lead Policing;
- Knowledge of and experience in project management;
- Ability to perform under stress and in difficult circumstances.

6. Desirable Qualifications and Experience:

- Driving license of category C;
- 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;
- Experience in project management;
- Knowledge of Albanian and/or Serbian language.

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan 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 Chief of Correctional Unit/Advisor to the Head of Kosovo Correctional Services.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- International experience, particularly 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, prisoners rehabilitation and reintegration

Position: Mobile Monitor (Justice)	Employment Regime: Seconded	
Ref. Number: EK 50211 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: 1/10/2022
Pillar/Department/Unit: Monitoring Pillar, Case Monitoring Unit	Security Clearance Level: No (only access up to EU RESTRICTED required)	Open to Contributing Third States: Yes

1. Reporting Line:

The Mobile Monitor (Justice) 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 justice system in accordance with a plan elaborated by the Mission;
- 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 liaise with other international actors as required;
- To report on monitoring activities, including the performance assessment of the justice system against local law and international human rights standards;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to identify and address areas of structural weaknesses of local counterparts in coordination with the CMU Thematic Lead Monitors,;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption as well as matters related to minority groups, human rights and gender issues;
- To develop and organise training or workshop courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system in Kosovo.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the Chief of Case Monitoring Unit.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements out of which;
- A minimum of 3 years of relevant professional experience in justice and/or trial monitoring;
- Experience in legal research and analysis;
- Experience in case work/processing and complaint handling.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Organised Crime Monitor	Employment Regime: Seconded	
Ref. Number: EK 50214 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: 21/08/2022
Pillar/Department/Unit: Monitoring Pillar, Case Monitoring Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Organised Crime Monitor reports to the Chief of the Case Monitoring Unit.

2. Main tasks and responsibilities:

- To monitor, analyse and report on issues pertaining to the situation in the Area of Responsibility, in line with the various components of the Mission mandate;
- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to organised crime cases, to track the progress towards Mission objectives and provide accurate and timely information to guide management decisions;
- To focus the monitoring on strategic, tactical and operational level of organised crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To adhere to the basic following criteria for the selection of cases to be prioritised:
 - EULEX Kosovo risk assessment 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/ system handed over by EULEX Kosovo ;
- To monitor the implementation of the National Organised Crime Strategy and the cooperation between Kosovo prosecution and police;
- To conduct specific thematic performance and efficiency assessment tasks to identify and analyse potential areas of structural weaknesses or shortcomings of local counterpart;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To communicate and coordinate frequently with other monitoring elements and the Thematic Advisors in the Case Monitoring Unit;
- To suggest targeted actions/trainings 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 by Line Management;

- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To offer peer-to-peer advice to local counterparts;
- To contribute to the production of accurate 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 report on the findings both in qualitative and quantitative terms and to include analysis, comments and suggestions in the reporting.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education; The qualification should be in the field of Law Enforcement, Law, Police Science or other related university studies; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements out of which;
- A minimum of 5 years of professional experience in serious and complex criminal investigations.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of serious and organised crime investigations and the supervising of such investigations;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code, and Criminal Code;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to perform under stress and in difficult circumstances;
- Full computer literacy of basic programs (word processing, spreadsheet and emails); good knowledge of relevant IT archiving systems and procedures;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in organised crime investigations and/or monitoring of such investigations;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations;
- Strong research and analytical skills.

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 50222 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar, Case Monitoring Unit	Security Clearance Level: No (only access up to EU RESTRICTED required)	Open to Contributing Third States: Yes

1. Reporting Line:

The Thematic Lead Monitor - Gender Based Violence reports to the Chief of the 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 by advising relevant local counterparts and acting as focal point for all matters relating Gender Based Violence (GBV) on the policy level;
- To support the Chief of Case Monitoring Unit in translating the objectives of the OPLAN and Mission Implementation Plan into the work of the unit;
- To establish professional working relationship with Judges, Prosecutors, Court clerks and officers, Members of the Kosovo Judicial Council and Kosovo Prosecutorial Council, Kosovo Government, NGOs, civil society, relevant local and international authorities and organisations dealing with GBV cases and policies;
- To provide assistance, where necessary, to Kosovo Administration of Justice institutions for proper implementation of international and Kosovo strategic documents in the area of cases and (judicial) policies related to GBV;
- To analyse the legal and institutional GBV situation in Kosovo and identify possible areas of improvement;
- To draft thematic related reports, legal advices and provide assistance in relation to matters of GBV concerning the performance of Kosovo Administration of Justice, in line with Mission policies and operations and in close cooperation with other Case Monitoring Unit staff;
- To prepare submissions and internal communications related to the topic of GBV;
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to the administration of Justice in relation to GBV and issues pertaining to the field of procedural violations and judicial integrity;
- To advise the Chief of Case Monitoring Unit and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a
- qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree The qualification should be in Law or other related university studies OR equivalent and attested police education; 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 - Hate Crimes	Employment Regime: Seconded	
Ref. Number: EK 50223 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar, Case Monitoring Unit	Security Clearance Level: No (only access up to EU RESTRICTED required)	Open to Contributing Third States: Yes

1. Reporting Line:

Thematic Lead Monitor - Hate Crimes reports to the Chief of the Case Monitoring Unit (CMU).

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 relevant local counterparts and acting as focal point for all matters relating to Hate Crimes on the policy level;
- To support the Chief of Case Monitoring Unit in translating the objectives of the OPLAN and Mission Implementation Plan into the work of the unit;
- To establish professional working relationship with Police, Judges, Prosecutors, court clerks and officers, Members of the Kosovo Judicial Council and Kosovo Prosecutorial Council, Kosovo Government, NGOs, civil society, relevant local and international authorities and organisations dealing with Hate Crimes cases and policies;
- To provide assistance, where necessary, to Kosovo Police and Justice institutions for the proper implementation of international and Kosovo strategic documents and policies in the area of Hate Crimes;
- To analyse the Hate Crimes situation (legal and institutional) in Kosovo and identify possible areas of improvement;
- To cooperate and coordinate with the Justice and Police Monitors with regard to identifying and monitoring Hate Crime cases;
- To draft thematic related reports, legal advices and provide assistance in relation to matters in the field of expertise concerning the performance of Kosovo Administration of Justice, in line with Mission policies and operations and in close cooperation with other members of the Case Monitoring Unit (other thematic experts and mobile monitors);
- To prepare submissions and internal communications in relation to Hate Crimes;
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to the administration of Justice in relation to the field of thematic expertise and issues pertaining to the field of procedural violations and judicial integrity;

- To advise the Chief of CMU and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law or other related university studies OR equivalent and attested police education; 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 hate crimes or other disciplines related to human rights, 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 regional human rights legal instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector.
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Legal drafting skills.
- 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 - Environmental Crime	Employment Regime: Seconded	
Ref. Number: EK 50225 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: No (only access up to EU RESTRICTED required)	Open to Contributing Third States: Yes

1. Reporting Line:

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

- To advise the Chief of Case Monitoring Unit and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law or other related university studies OR equivalent and attested police education; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements out of which;
- A minimum of 3 years of relevant professional experience in the field of Environmental Crimes or other relevant disciplines, preferably within the judiciary and/or law enforcement agencies;
- Experience in legal research and analysis;
- Experience in case work/processing and complaints handling.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of environmental Crimes' effect and impact on peoples' health, living conditions, ecosystems, biodiversity, land use, water sources etc. in short-, medium and long term;
- Knowledge of European Environmental law and International Conventions concerning the environment, such as BASEL, CITES and others.
- Knowledge of international and regional human rights legal instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector.
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Legal drafting skills;
- 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: Deputy Senior Mission Security Officer	Employment Regime: Seconded	
Ref. Number: EK 50402 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 09/02/2022
Division/Department/Unit: Security and Duty of Care 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 Duty of Care 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 deputies 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: Close Protection Operator	Employment Regime: Seconded	
Ref. Number: EK 50410 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Security and Duty of Care Department, Mission Security, Close Protection Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Close Protection Operator reports to the Deputy Senior Mission Security Officer. Staff member might be expected to live in the north.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the Deputy Senior Mission Security Officer.

4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by a diploma, complemented by Police or Military training OR equivalent and attested police and/or military education;
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements out of which;
- A minimum of 2 years of experience in close protection;
- Driving license of category C;
- Authorised to carry and issued a personal weapon.
- Trained and certified in close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving).

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

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

1. Reporting Line:

The Mission Security Officer reports to the Team Leader – Mission Security Officer. 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 national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives, on security matters;
- To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
- To implement the EULEX Kosovo security plan;
- To travel throughout Kosovo.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Team Leader – Mission Security Officer.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education OR education at a civilian security organisation;
- A minimum of 4 years of relevant professional experience, out of which one year experience in ensuring protection of organisational programs, personnel, assets, information and reputation, after having fulfilled the education requirements;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving licence of Category C.

5. Essential Knowledge, Skills and Abilities:

- Planning and time-management skills;
- Analytical skills;
- Demonstrated ability and experience to contribute creatively to the development of security strategies and procedures;
- Organisational, planning, and time-management skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential threats.

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances.

Position: Senior Political Advisor	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 50006 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Head of Mission, Head	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Senior Political Advisor reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the wider region;
- To provide analysis and political advice to the HoM and senior Mission management, particularly in view of their possible impact on the Mission's mandate implementation;
- To ensure the HoM and senior Mission management are regularly updated on relevant political developments;
- To lead, direct and manage the work of the local Political Officer;
- To maintain close relationships with the EU Delegation and the EU Special Representative;
- To liaise and develop relationships with relevant local political actors, parliamentarians, local authorities, civil society, EU and other international actors in loco;
- To contribute to the analyses and advice and advice on policy matters pertaining to the Mission mandate implementation;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of press releases, public statements and articles;
- To act as alternate Mission spokesperson as requested;
- To draft Mission reports and prepare briefing notes and meeting records for the HoM;
- To accompany the HoM to meetings, and prepare records of the same;
- To contribute at the appropriate level to regular liaison/coordination with the Civilian Planning and Conduct Capability (CPCC) as required;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To undertake any other related tasks as requested by the HoM.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. at Master's level. The qualification should be in the field of Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Excellent interpersonal and presentation skills, familiarity with diplomatic protocol;
- Excellent editing and report writing skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Excellent understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Forensic Archaeologist	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 50114 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Operations Support Pillar/ Forensic Medicine Team	Security Clearance Level: No (only access up to EU RESTRICTED required)	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Archaeology, Bio-archaeology, Forensic Archaeology or other relevant university studies; AND

- A minimum of 5 years of relevant professional experience in operational forensic archaeology in the field of missing persons, after having fulfilled the education requirements;
- Experience in field forensic archaeological techniques including surveying, sketching and probing;
- Experience in the recording and recovery of human remains.

5. Essential Knowledge, Skills and Abilities:

- Acquainted with the forensic work carried out by international, multidisciplinary teams;
- Working knowledge of human osteology;
- Demonstrable knowledge of applied archaeological methodologies and techniques for searching for burials, including the analysis and interpretation of extensive volumes of data.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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