

EUROPEAN EXTERNAL ACTION SERVICE



Amendment 1 - Annex 1

<p align="center">European Union Rule of Law Mission in Kosovo (EULEX Kosovo) 3-2021 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 50004	Special Assistant to the Deputy Head of Mission	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	1	1	01/04/2021
	EK 50212	Analytical Crimes Monitor	0	1	1	02/05/2022
	EK 50223	Thematic Lead Monitor - Hate Crimes	0	1	1	26/04/2022
	EK 50500	Member of the Human Rights Review Panel	0	1	1	ASAP
Deadline for Applications:	17 January 2022, 17:00 hrs CET (Brussels time)					

<p>Applications must be submitted to:</p>	<p><u>1 - For seconded candidates by EU Member States:</u> https://goalkeeper.eeas.europa.eu/registrar/web</p> <p><u>2 - For contracted candidates from EU Member States:</u> https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p><u>3 - For seconded and contracted candidates from Contributing Third States:</u> 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>

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:

A. Essential Requirements

Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of an EU Member State or of a contributing third State.

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

Negotiation Skills – The candidates must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

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

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its area of responsibilities. Selected candidates should undergo an extensive medical examination 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 (Third) States/country of residence.

Language Skills¹ – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

¹ Common European Framework of References for Languages

Training – Completion of the e-courses MISSIONWISE, SAFE and Code of Conduct².

Education – European Qualifications Framework (EQF)³.

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

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

B. Recommended Requirements

Knowledge of the EU Institutions – The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

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

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission.

C. Essential Documents and Equipment for Selected Candidates

Passport – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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

Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance. For

² <https://webgate.ec.europa.eu/eeas/security-e-learning>

³ <https://ec.europa.eu/ploteus/content/descriptors-page>

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

Medical Certificate – The 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 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.

D. Additional Information on the Selection Process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages contributing States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the online Application Form accessible on the Goalkeeper-Registrar software module, and indicating which position(s) the candidate is applying for.

Selection Process – Candidates should be selected on the basis of relevant competence and experience, while strict preferences should be given to seconded candidates.

The most suitable candidates may be invited for a test and/or interview 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.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion. The indicative period of the interviews is during the month of January 2022.

E. Data Protection

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

F. 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, direct and manage the work of the Head/Deputy Head of Mission's Office;
- To oversee the proper handling of official correspondence and documentation within the Head/ Deputy Head of Mission Office, including EU Classified Information;
- 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, ensuring close coordination within the Mission and with relevant local and international stakeholders;
- To assist the HoM in carrying out all her/his functions;
- To ensure a smooth information flow within, from and to the Head of Mission Office and other Mission's organisational units and offices, bringing to the attention of the HoM emerging policy and operational issues and potential solutions;
- To monitor and assess any relevant issues related to the Mission mandate implementation that could impact on the HoM's responsibilities and functions;
- To establish and maintain regular contacts and foster relationships with the Mission's senior management and other relevant staff;
- To gather and analyse relevant information and prepare a wide range of briefing materials for HoM's internal and external meetings and other events;
- To accompany the HoM to internal and external meetings, drafting minutes and ensuring follow-up as required;
- To assist the HoM in clearing all Mission reports;
- To contribute to relevant aspects of press and public information activities, including assisting in the clearance of draft press releases, public statements and articles as appropriate;
- To assist the HoM in drafting official correspondence;
- To attend internal and external meetings, where appropriate, on behalf of the HoM;
- To represent the HoM in liaising with external counterparts as delegated;
- Without prejudice to the chain of command, to contribute to the regular liaison/coordination with CPCC.

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the 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 7 years of relevant professional experience, after having fulfilled the education requirements;
- 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: Special Assistant to the Deputy Head of Mission	Employment Regime: Seconded	Post Category:
Ref. Number: EK 50004 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Head/Deputy of Mission	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

qualification should be in any of the fields of Political Sciences, International Relations or other related university studies; AND

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position 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 (OSP) in matters related to operationalising the Mission mandate in the area of policing and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To assist the Head and the Deputy Head of OSP in his/her functions by ensuring a smooth running of the Office of the Head of OSP;
- To ensure a smooth information flow within, from and to the Office of the Head / Deputy Head of OSP and other OSP Units and Offices;
- To liaise and coordinate, as appropriate, with external stakeholders;
- To draft reports and other correspondence on behalf of the Head and Deputy Head of OSP as appropriate;
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system;
- To ensure the proper handling of documentation and files within the Office of the Head of OSP, including the handling of 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 as required to meetings and events and make necessary preparations as well as taking minutes at meetings and conferences;
- To assist the Head and the Deputy Head of OSP in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the 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: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 01 April 2022
Pillar/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 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 SC/SPO;
- To liaise with other Mission Units, other law enforcement agencies and police agencies, and other organisations to gather information;
- To liaise with international law enforcement authorities outside Kosovo;
- To ensure that the identity of the informants remains protected while providing the law enforcement authorities with evidential information required;
- To ensure that applicable laws, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant;
- To develop and manage cover stories for the protection of the informant;
- To manage expenses related to Covert Human Sources.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the 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 10 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: Analytical Crimes Monitor	Employment Regime: Seconded	
Ref. Number: EK 50212 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 02/05/2022
Pillar/Department/Unit: Monitoring Pillar, Case Monitoring Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Analytical Crimes Monitor reports to the Chief of the Case Monitoring Unit.

2. Main tasks and responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the Area of Responsibility (AoR), 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 relevant fields of crime to track the progress towards Mission's objectives and provide accurate and timely information to guide management decisions;
- To provide analytical products to identify significant trends, with a focus on trends concerning political interference, of a sensitive inter-ethnic nature or with human rights concerns.
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
 - EULEX KOSOVO risk assessments when handing over the cases to Kosovo authorities;
 - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society;
 - gravity and seriousness of the alleged crime;
 - high profile of the suspect/s;
 - possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/information management system handed over by EULEX KOSOVO;
- To monitor the cooperation between 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 counterparts;
- To liaise with relevant host statesecurity sector actors and international actors as required;

- To communicate and coordinate frequently with other monitoring elements;
- 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 offer peer-to-peer advice to local counterparts.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the 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, Data Analysis or other related university studies; AND
- A minimum of 5 years of relevant professional experience in serious and complex criminal investigations or in crime analysis or in police intelligence after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Supervisory/management experience in investigations into serious/complex crimes;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations;

- Strong research and analytical skills;
- Knowledge of quantitative and qualitative data analysis.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Thematic Lead Monitor - Hate Crimes	Employment Regime: Seconded	
Ref. Number: EK 50223 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 26/04/2022
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:

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

2. Main Tasks and Responsibilities:

- To contribute on the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular in the field of thematic expertise;
- To support the Chief of CMU in acting as focal point for all matters relating to the field of thematic expertise;
- To establish professional working relationship with Police, Judges, Prosecutors, court clerks and officers, Members of the KJC and KPC, Kosovo Government, NGOs, civil society, relevant local and international authorities and organizations 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 the field of thematic expertise;
- To support the Chief of CMU in translating the benchmarks and objectives of the OPLAN and Mission Implementation Plan (MIP) into their work, in particular in 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 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;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To coordinate, as appropriate, with internal and external stakeholders.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the 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: 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 Human Rights Review Panel (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 contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the 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.