

EUROPEAN EXTERNAL ACTION SERVICE



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	1	0	1	ASAP
	EK 50004	Special Assistant to the Deputy Head of Mission	0	1	1	ASAP
	EK 50021	Executive Officer	0	1	1	ASAP
	EK 50030	Chief Situation and Information Centre	1	0	1	08/05/2022
	EK 50031	Situation Centre Operations Officer	1	1	2	15/05/2022; ASAP
	EK 50104	Operational Coordinator	0	1	1	ASAP
	EK 50126	Team Leader International Police Cooperation Unit	0	1	1	ASAP
	EK 50127	Operations Officer of the International Police Cooperation Unit	0	1	1	ASAP

	EK 50206	Correctional Advisor	0	1	1	ASAP
	EK 50215	Serious Crime Monitor	0	1	1	ASAP
	EK 50225	Thematic Lead Monitor- Environmental Crimes	0	1	1	ASAP
	EK 50402	Deputy Senior Mission Security Officer	0	1	1	09/02/2022
	EK 50410	Close Protection Operator	0	1	1	ASAP
	EK 50411	Mission Security Officer	0	1	1	ASAP
	EK 50500	Member of the Human Rights Review Panel	0	1	1	ASAP

	<u>Seconded/Contracted</u>					
Job Titles/ Vacancy Notice:	EK 50006	Senior Political Advisor	0	1	1	ASAP
	EK 50011	Verification Officer	0	1	1	ASAP
	EK 50110	Deputy Director of the Institute of Forensic Medicine	0	1	1	ASAP
	EK 50112	Exhumation Coordinator	0	1	1	ASAP
	EK 50412	Team Leader – Mission Security Officer	0	1	1	ASAP
	EK 50416	Information Security Officer	0	1	1	ASAP

Deadline for Applications:	03 January 2022, 17:00 hrs CET (Brussels time)
Applications must be submitted to:	<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>
Information:	<p>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC) 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 fluent¹ in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

¹ Common European Framework of References for Languages

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

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

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

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

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 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: 0 Pending Vacancies: 1	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: Executive Officer	Employment Regime: Seconded	
Ref. Number: EK 50021 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in the field of Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND

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

5. Essential Knowledge, Skills and Abilities:

- Demonstrated organisational, analytical, communication and interpersonal skills;
- Ability to brief complex plans comprehensively, accurately and coherently;
- Professional fluency in the English language, both oral and written with strong briefing, drafting and editing skills;
- Proven ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to work on a multitude of activities at the same time with limited supervision;
- High degree of initiative with ability to proactively identify problems and recommend solutions;
- Demonstrated gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Absolute discretion, reliability and trustworthiness.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Sound knowledge of the functioning of the EU and, in particular, CSDP missions;
- Knowledge of the administrative rules and regulations relevant to CSDP missions.

Position: Chief Situation and Information Centre	Employment Regime: Seconded	
Ref. Number: EK 50030 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: 08/05/2022
Pillar/Department/Unit: Office of the Chief of Staff/ Situation and Information Centre	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Chief Situation and Information Centre reports to the Chief of Staff, while cooperating closely with the Senior Mission Security Officer and the Head of Operations Support Pillar for their areas of responsibility.

2. Main Tasks and Responsibilities:

- To manage the Situation and Information Centre (SiC), including (a) personnel management and recruitment, (b) ensuring that standard operating procedures, tools and templates are in place, (c) briefing senior management as well as visitors, (d) sharing information and maintaining relations with the Mission's components, (e) providing input to management meetings;
- To ensure that SiC receives all necessary information in a timely manner;
- To organise the information-flow within the Mission ensuring situational awareness at all levels;
- To oversee the preparation and quality of SiC products;
- To ensure timely distribution of reports about important, urgent events and new developments;
- To ensure the monitoring of movement of all Mission personnel in the field;
- To ensure the collection, analysis, distribution and archiving of all incoming security and operational reports, and of information from different sources including the media;
- To oversee the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff;
- To ensure a proper information flow to the Watchkeepers' Capability;
- To oversee the appropriate operation of secure communication mean;.
- To ensure the proper registration of all activities and in particular in case of incident;
- To alert and inform key security personnel and senior Mission management of important developments;
- To take over of all operational assignments of a SiC Operations Officer, when necessary;
- To perform other related duties as required.

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 Staff.

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 Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies OR an equivalent and attested police or/and military education; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements. Professional experience must demonstrate increased responsibility in processing information to provide situational awareness, crisis management and early warning services.

5. Essential Knowledge, Skills and Abilities:

- Demonstrated ability to contribute to the development of security policies and procedures;
- Analytical, organisational, planning, and time-management skills;
- Sound drafting and editing skills, with the ability to produce cogent reports often under time constraints;
- Ability to identify sensitive and operationally significant issues;
- Ability to effectively conduct presentations by clearly summarising and articulating issues, and concisely conveying information;
- Sound knowledge of computer applications, advanced experience with Windows Office programmes, as well as e-mail and Internet.

6. Desirable Qualifications and Experience:

- Ability to perform under stress and in difficult circumstances;
- Experience in handling EU classified information;
- Experience working in a Watch Room, Situation Centre, Joint Operations Centre or similar setting.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Situation Centre Operations Officer	Employment Regime: Seconded	
Ref. Number: EK 50031 Confirmed Vacancies: 1 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: 1 ASAP 1 on 15/05/2022
Pillar/Department/Unit: Office of the Chief of Staff/ Situation and Information Centre	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

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 Situation and Information Centre.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Demonstrated ability to contribute to the development of security policies and procedures;
- Analytical, organisational, planning, and time-management skills;
- Sound drafting and editing skills, with the ability to produce cogent reports often under time constraints;
- Ability to identify sensitive and operationally significant issues;
- Ability to effectively conduct presentations by clearly summarising and articulating issues, and concisely conveying information;
- Sound knowledge of computer applications, advanced experience with Windows Office programmes, as well as e-mail and Internet.

6. Desirable Qualifications and Experience:

- Ability to perform under stress and in difficult circumstances;
- Experience in handling EU classified information;
- Experience working in a Watch Room, Situation Centre, Joint Operations Centre or similar setting.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Operational Coordinator	Employment Regime: Seconded	Post Category:
Ref. Number: EK 50104 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability:
Pillar/Department/Unit: Operations Support Pillar, Office of the Head of OSP	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

The Operational Coordinator reports to the Head of Operations Support Pillar (HoOSP).

2. Main Tasks and Responsibilities:

- To support the HoOSP within his/her field of responsibility in the implementation of the Mission's mandate;
- To support the HoOSP in the operationalisation of Mission's executive mandate to be set out in planning documents;
- To support the HoOSP in the coordinating and monitoring planned tasks including the connected reporting responsibilities and the eventual revision of planned activities;
- To assist the HoOSP in managing operational coordination activities;
- To coordinate and plan daily duties and activities of relevant OSP units on behalf of HoOSP;
- To ensure effective correspondence and close cooperation between the HoOSP and internal and external stakeholders;
- To maintain and manage a registry of all relevant communication within the Operations Support Pillar and associated organisations;
- To act as a designated point of contact for certain Units and functions as requested by HoOSP;
- To monitor the maintenance of information security through ensuring compliance with relevant protocols;
- To assist in the oversight of Operations Support Pillar's day-to-day activities in compliance with relevant instructions and to highlight training needs where indicated;
- To contribute to the development of operational instructions, guidelines as well as to standard operation procedures.

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 Law Enforcement, Police Science or other related fields OR equivalent and attested police or/and military education; AND
- A minimum of 5 years of relevant professional experience in the field of planning and coordination of police operations, after having obtained the education requirements;
- Authorised to carry and issued a personal weapon.

5. Essential Knowledge, Skills and Abilities:

- Proven ability in information analysis and comprehensive presentation of findings;
- Proven ability to process confidential and classified information;
- Experience with EU classified information;
- Experience to conduct risk and threat assessments;
- Proven ability to deliver and present in a structured way;
- Networking, negotiation and team working skills;
- Possession of high level of proactivity and resilience, experience in working under high pressure.

6. Desirable Qualifications and Experience:

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

Position: Team Leader of International Police Cooperation Unit	Employment Regime: Seconded	
Ref. Number: EK 50126 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability:
Component/Department/Unit: Operations Support Pillar, Criminal Intelligence and Cooperation Unit, International Police Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

Team Leader of International Police Cooperation Unit reports to the Head of Criminal Intelligence and Cooperation Unit.

2. Main Tasks and Responsibilities:

- To direct and supervise the work of International Police Cooperation Unit;
- To contribute on the operational level to the Mission’s mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), ensuring relations with Interpol and Europol and Kosovo Police International Police Cooperation Unit (ILECU);
- To maintain cooperation and communication with the competent services of Interpol, Europol and ILECU;
- To liaise closely with the relevant local and external stakeholders;
- To ensure the Unit’s support, in its field of responsibility, for the operational requirements of the Head of Criminal Intelligence and Cooperation Unit.

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 the field of Law, Political, Social Sciences, Public Administration

or other related fields OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 7 years of relevant professional experience in International Police Cooperation, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements;
- Senior Law Enforcement Officer;
- Working experience with Interpol, Europol, SIRENE, Bi-lateral police cooperation and in mutual assistance;
- Background in organised crime investigations and experience of the intelligence function, International policing experience, and international cooperation agreements.

5. Essential Knowledge, Skills and Abilities:

- Working knowledge of cooperating with other relevant international police cooperation entities (e.g., FRONTEX, SELEC centres, ILECU project, Embassies);
- Very good interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience:

- Authorised to carry and issued a personal weapon.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

Position: Operations Officer of International Police Cooperation Unit	Employment Regime: Seconded	
Ref. Number: EK 50127 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Support Pillar, Criminal Intelligence and Cooperation Unit, International Police Cooperation Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

- The Operations Officer of the International Police Cooperation Unit reports to the Team Leader of International Police Cooperation Unit. Readiness to work in Pristina or Mitrovica.

2. Main Tasks and Responsibilities:

- To contribute on the operational level to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) and ensuring relations with Interpol and Europol;
- To maintain cooperation and communication with the competent services of INTERPOL, EUROPOL and Kosovo Police International Police Cooperation Unit (ILECU);
- To cooperate with Kosovo Police (KP) offices and judicial authorities regarding vehicle crime matters;
- To maintain the database associated with requests to and from the Criminal Intelligence and Cooperation Unit, KP offices and INTERPOL, EUROPOL, ILECU and third countries;
- To provide relevant support for the operational requirements of the Head of Criminal Intelligence and Cooperation Unit, and of other Units;
- To manage everyday routine operation and services of the INTERPOL NCB and the EUROPOL ‘national contact point’.

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 Team Leader of International Police 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 in the field of Law, Political, Social Sciences, Public Administration or other related fields OR equivalent and attested police or/and military education;
- A minimum of 5 years of relevant professional experience in International Police Cooperation, after having fulfilled the education requirements;
- At least 5 years of working experience with INTERPOL, EUROPOL, SIRENE, Bi-lateral cooperation and with mutual assistance;
- Senior Law Enforcement Officer;
- Background in organised crime investigations and experience of the intelligence function, international policing experience, and international cooperation agreements.

5. Essential Knowledge, Skills and Abilities:

- Working knowledge of cooperating with other relevant international police cooperation entities (e.g., FRONTEX, SELEC centres, ILECU project, Embassies);
- Proficient with access into the I-24/7 INTERPOL database and SIENA system;
- Very good interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience:

- Authorised to carry and issued a personal weapon.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;

Position: Correctional Advisor	Employment Regime: Seconded	
Ref. Number: EK 50206 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 Advisor reports to the Chief of Correctional Unit/Advisor to the Head of Kosovo Correctional Services.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To perform any other tasks assigned by the Chief of the Correctional Unit/Advisor to the Head of Kosovo Correction Services.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent correctional service education. The qualification should be in Law, Criminology, Social Science, Psychology or other related university studies AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum of 5 years within the field of penitentiary systems.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: Serious Crime Monitor	Employment Regime: Seconded	
Ref. Number: EK 50215 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar, Case Monitoring Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Serious 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 serious crime cases, to track the progress towards Mission's objectives and provide accurate and timely information to guide management decisions;
- To focus the monitoring on strategic, tactical and operational level of serious crime cases prone to 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 prioritised:
 - 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 victims' families.
- To monitor the efficiency of the use of the documentation/ system handed over by EULEX Kosovo;
- To monitor the implementation of the National Serious Crime Strategy;
- 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 counterpart;
- To liaise with host state relevant security sector actors and international actors as required;
- To monitor the regional cooperation;
- 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 update and advise the Head of the Case Monitoring Unit on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction;
- To offer peer-to-peer advice to local counterparts.

3. General Tasks and Responsibilities:

- To 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 or other related university studies; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 5 years of professional experience in serious and complex criminal investigations.

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, 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 serious 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 - Environmental Crime	Employment Regime: Seconded	
Ref. Number: EK 50225 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 – Environmental Crimes reports to the Chief of the Case Monitoring Unit.

2. Main Tasks and Responsibilities:

- To contribute on the policy level in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the field of thematic expertise;
- To support the Chief of Case Monitoring Unit in acting as focal point for all matters relating to the field of thematic expertise;
- 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 support the Chief of Case Monitoring Unit 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 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;
- 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 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 assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures;
- To replace the SMSO in his/her absence;
- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To assess the security situation and provide advice, assistance, and implement measures in order to ensure the security and safety of Mission's members;
- 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 contribute to the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce the security inputs to daily SITREPs, WOS, Monthly and Six Monthly Reports and to ensure real time reporting from potential trouble spots as appropriate;
- To ensure journey management planning and to provide timely advice and guidance to Mission members as required;
- To ensure comprehensive security induction training to Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that personal security advice is given to Mission members as required;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;

- To conduct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary;
- 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 references;
- To ensure that all security and communication equipment is kept up-to-date and in state of operational readiness.

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 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 8 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 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);
- 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:

- Excellent 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 provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training;
- To carry out daily administration and operational planning for daily C/P activities;
- To provide comprehensive procedural documents with respect to C/P activities;
- 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 as necessary with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission C/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To participate in Security and Duty of Care Department threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner.

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 Senior Mission Security Officer.

4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented by Police or Military training;
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements;
- 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 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, 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 ensure security surveys of Mission member’s personal protective security requirements, transport security, residential and office security as appropriate;
- To implement the EULEX Kosovo security plan;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties.

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 Team Leader – Mission Security Officer.

4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma, complemented by specialised training OR equivalent and attested police or/and military 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:

- 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:

- Previous work experience in the region;
- Successful completion of the EU Mission Security Officers Certification Course or equivalent;
- 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 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.

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 and to provide analysis and advice in this regard 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 as appropriate;
- To lead, direct and manage the work of the local Political Officer;
- 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 political aspects of press and public information activities, including with reference to the clearance of press releases and public statements;
- To act as alternate Mission spokesperson as requested;
- To prepare and contribute to briefings and notes 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 requested;
- To undertake any other related tasks as requested by the HoM.

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. 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: Verification Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. number: EK 50011 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Head of Mission Office, Financial Control Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Verification Officer reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To define and implement, with the aim of informing Mission Members from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To undertake any other related tasks as requested by line management.

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 at the level 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 must be in at least one of the following fields of expertise: Law, Audit, Economics, Finance, Accounting or Banking and Insurance or other related fields; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems;
- Ability to pay close attention to details so that work produced is reliable and accurate.

6. Desirable Qualifications and Experience:

- Verification Officer course/training or other related courses/training;
- Knowledge of “COSO” Internal Control Standards;
- Experience in auditing;
- Experience in strategic management and/or public administration.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Deputy Director of the Institute of Forensic Medicine	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 50110 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Operations Support Pillar / Forensic Medicine Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Deputy Director of the Institute of Forensic Medicine (IFM) reports to EULEX Head of Operations Support Pillar.

2. Main Tasks and Responsibilities:

- To manage and supervise the EULEX Forensic Team working at the IFM;
- To mentor and advise the Director of the Kosovo IFM and the Head of the Division for Missing Persons in developing and implementing search strategies to address the issue of missing persons as a result of the conflict as well as ;
- To mentor and advise the Director of the Kosovo IFM and the Head of the Division for Missing Persons in developing and implementing of policies and procedures dealing with determining the fate and identity of missing persons;
- To mentor and advise the Director of the Kosovo IFM on policies and procedures meeting the international standards and European best practices on all forensic activities undertaken by IFM;
- To mentor and advise the Director of the Kosovo IFM on monitoring and implementing of decisions taken by the Government, by the Ministry of Justice, or other governmental bodies on issues regarding missing persons and forensic medicine;
- To work closely with the local authorities to develop the local capacity and to ensure the IFM has enough well-trained experts meeting the international standards and European best practices;
- To advise and liaise with relevant stakeholders, national and international, on missing persons and forensic medicine issues.

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 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 in any of the fields of Archaeology, Anthropology, or other relevant forensic sciences;
- A minimum of 8 years of relevant professional experience after having fulfilled the education requirements;
- Proven experience in project management;
- Proven experience in forensic practice applied to humanitarian or human rights investigations;
- Proven experience in various aspects related to post-conflict missing persons (e.g. forensic archaeology operations and/or forensic anthropological examinations and/or complex human identification work);
- Proven experience in liaising with local authorities, local counterparts and international organizations;
- Proven experience of local forensic capacity building projects.

5. Essential Knowledge, Skills and Abilities:

- Proven managerial skills with specific focus on forensic operations;
- Proven experience of a collaborative approach, with prior experience in multi-cultural and multi-disciplinary teams.

6. Desirable Qualifications and Experience:

- Knowledge and experience in strategic management of forensic teams;
- Experience in development of technical and non-technical guidelines and protocols;
- Experience with expert testimony evidence in court.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Proven networking skills;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of current developments in forensic science issues, local and international legislation and conventions related to missing persons, civil society dynamics and reconciliation principles.

Position: Exhumation Coordinator	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 50112 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 Exhumation Coordinator reports to the Deputy Director of the Institute of Forensic Medicine (IFM).

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To 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 Director of the IFM.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma or qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework or qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree in Analytical

Sciences, Information Analysis, Intelligence Analysis or any relevant Forensic Sciences Discipline;

- A minimum of 5 years of relevant professional experience in Law enforcement, intelligence or forensic background, after having fulfilled the education requirements;
- Experience in the field of missing persons;
- Experience in operations management, working as part of a multi-disciplinary team including forensic personnel.

5. Essential Knowledge, Skills and Abilities:

- Investigative skills and management of information from different types of sources (archives, databases, etc);
- Working knowledge of IT systems, in particular databases.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of OMPF or ICTY forensic databases;
- Knowledge of Mapping Tools;
- Training in first aid;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Deputy Senior 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 in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the

framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Security or Emergency Management or other related field 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;
- At least 5 years of professional experience at management level in the civilian security sector or in the police/military;
- 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;
- Authorised to carry and be issued a personal firearm if seconded or be prepared to be trained in their use if contracted;
- Driving license of Category C.

5. Essential Knowledge, Skills and Abilities:

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To assist the SMSO in developing and ensuring the application of relevant Standard Operating Procedures for secure information handling and communication issues – particularly for Mission classified information systems;
- To provide input and assessment of existing and future IT infrastructure and application architecture from a security perspective;
- To act as Mission focal point for information security compromise or suspicion of compromise;
- To liaise with the SMSO, the Chief of Communication and Information Systems Unit and with the EEAS Security Office for information security issues and especially in case of incident;
- To assist the SMSO in his functions as Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks which may include:
 - Ensuring registration of accountable security items;
 - Ensuring protection of accountable security items;
 - Ensuring secure transfer of accountable security items;
 - Liaising with the GSC Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise.
- To verify periodically the security posture of IT systems;
- To report to the SMSO for IT security incidents and assesses any change to the IT systems from a security perspective;
- To develop awareness with regard to IT security for the Mission staff;
- To assist Human Resources Division in defining the security clearance level required according to job descriptions and EEAS guidance;
- To advise Registry & Records Office on best practices in management and proper handling of EU Classified Information (EUCI);
- To undertake other related tasks as requested by the SMSO.

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 SMSO.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years, attested by a diploma OR a qualification at the level in the National Qualification Framework which is equivalent to level 6 in the European Qualification Framework OR a qualification of the first cycle of the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested Police or/and Military education. The qualification should be in a subject field related to Information Management/Security, Information Systems Engineering/Security; AND
- At least 6 years of relevant and proven full-time professional experience, after having obtained the relevant degree/qualification;
- Experience in design of IT Technical Architecture;
- Experience with network security auditing tools and procedures.

5. Essential Knowledge, Skills and Abilities:

- Proven ability to provide technical leadership for IT security;
- Extensive practical knowledge of current developments in information technology, networks and systems including standards, protocols, architectures and legislation and their relationship to matters of security;
- Creative planning and problem solving skills in the management of complex projects, time management and team skills with a focus on quality service in a limited resource environment;
- Professional capability to conceptualize, develop and review services, guidelines and policies.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving licence of Category C;
- Successful completion of the EU Mission Security Officer Certification Course.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.