

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1\***

<p align="center"><b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) Amendment 1 of 1-2020 Call for Contributions</b></p>						
<b>Organisation:</b>	<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)</b>					
<b>Job Location:</b>	<b>Western Balkans Region (Kosovo)</b>					
<b>Employment Regime:</b>	Seconded, Seconded/Contracted					
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post</b>	<b>Pending</b>	<b>Confirmed</b>	<b>Total Vacancies</b>	<b>Availability</b>
	<b><u>Seconded</u></b>					
	EK 40011	Internal Investigations Officer	0	1	1	15-Jun-20
	EK 40025	Joint Operations Officer/Police	0	2	2	ASAP 15-Jun-20;
	EK 40026	Joint Operations Officer/Security and Safety Department	0	3	3	ASAP; 17-Jun-20; 25-Jun-20
	EK 40028	Programme Manager	0	1	1	ASAP
	EK 40041	Deputy Head of Operations Pillar	0	1	1	15-Jun-20
	EK 40042	Special Assistant to the Office of the Head of Operations Pillar	0	1	1	ASAP
	EK 40059	Operations Officer of the International Police Cooperation Unit	0	1	1	ASAP
	EK 40092	War Crimes Monitor (Analytical)	0	1	1	15-Jun-20

	EK 40093	War Crimes Monitor	0	1	1	15-Jun-20
	EK 40094	Organised Crime Monitor	0	1	1	15-Jun-20
	EK 40201	Customs & Integrated Border Management Adviser	0	1	1	12-May-20

<b>Job Titles/ Vacancy Notice:</b>	<b><u>Seconded/Contracted</u></b>					
	EK 40046	Forensic Doctor	0	1	1	ASAP
	EK 40048	Forensic Anthropologist/ Identification Coordinator	0	1	1	ASAP
	EK 40051	Informant Handler	0	2	2	ASAP
	EK 40086	Correctional Advisor	0	1	1	15-Jun-20
	EK 40091	Mobile Monitor (Justice)	0	1	1	ASAP
	EK 40098	Thematic Lead Monitor- Gender Based Violence	0	1	1	ASAP
	EK 40114	Finance and Accounting Officer	1	0	1	01-May-20
	EK 40157	Deputy Senior Mission Security Officer	0	1	1	ASAP
	EK 40159	Close Protection Operator	0	2	2	ASAP 17-May-20
	EK 40161	Mission Security Officer	0	2	2	ASAP
<b>Deadline for Applications:</b>	<b>27 February 2020, 17:00 hrs CET (Brussels time)</b>					
<b>Applications must be submitted to:</b>	<p><b><u>1 - For seconded candidates by EU Member States:</u></b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></p> <p><b><u>2 - For contracted candidates from EU Member States:</u></b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a></p>					

	<p><b><u>3 - For seconded and contracted candidates from Contributing Third States:</u></b>  <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p>
<p><b>Information:</b></p>	<p>For questions from the National Authorities please contact the  Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;"><b>Mr Andre Konze</b>  <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p>

\*EULEX KOSOVO is undergoing a strategic review, which has not been finalized at the time of publication of this CfC. Consequentially, it cannot be ruled out that it might be necessary to cancel recruitment to some of the posts now being advertised.

**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. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in contributing States.

**Language Skills**<sup>1</sup> – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

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

**Training** – e-Hest<sup>2</sup> or equivalent.

**Education** – European Qualifications Framework (EQF)<sup>3</sup>.

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<sup>1</sup> [Common European Framework of References for Languages](#)

<sup>2</sup> <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

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

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

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

## **B. Recommended Requirements**

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

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

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

## **C. Essential Documents and Equipment for Selected Candidates**

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

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

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

**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 Mission area.

**Medical Certificate** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

#### **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 standard Application Form (Annex 2) to be returned in Word format, and indicating which position(s) the candidate is applying for.

**Selection Process** – The most suitable candidates will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for 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 from February until March 2020.

#### **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).

<b>Position:</b> Internal Investigations Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40011 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15-Jun-20
<b>Pillar/Department/Unit:</b> Office of the Head of Mission/ Internal Investigations Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Internal Investigations Officer reports to the Head of Mission / Deputy Head of Mission.

### 2. Main Tasks and Responsibilities:

- To investigate, manage and supervise official complaints and disciplinary cases assigned to the Internal Investigation Unit coordinating and liaising where required with a team of internal investigators;
- To take preliminary protective measures in cases of serious criminal acts;
- To be responsible for the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct and national and international laws/treaties;
- To propose recommendations on disciplinary cases to the Head of Mission/Deputy Head of Mission;
- To be responsible for the production of reports relating to disciplinary issues, including but not limited to statistical analysis and assessments;
- To liaise with the Legal Advisors and other components of the Mission on related issues;
- To pro-actively review disciplinary regulations, propose amendments accordingly and draft new directives and SOPs if appropriate;
- To undertake any other related tasks as required by the Head of Mission / Deputy Head of Mission.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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, or Police Science OR equivalent and attested police or/and military education; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the educational requirements;
- Proven experience drafting internal instructions, SOPs or directives, regulations and assessments.

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

- Writing and drafting skills.

**6. Desirable Qualifications and Experience:**

*N/A*

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

- Ability to perform under stress and in difficult circumstances.



<b>Position:</b> Joint Operations Officer/ Police	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40025 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 1 on 15-Jun-20
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff/ Chief of Staff Office/ Joint Operations Room (JOR)	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Joint Operations Officer/ Police reports to the Chief of Joint Operations Room, while coordinating closely with the Head of Operations Pillar.

### 2. Main Tasks and Responsibilities:

- To act as Duty Police Commander on behalf of the Head Operations Pillar during silent hours;
- To report without delay serious incidents in line with planning documents and to be responsible for the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff in line with the relevant Standard Operating Procedures;
- To oversee the continuous maintenance, execution and evaluation of protocols related to Operations Pillars activities or incidents;
- To manage and coordinate actions between Operations Pillar units and other units/departments/ /organisations;
- To liaise with all relevant international and local counterparts, collate and verify information received in policing area of expertise;
- To undertake any other related task as requested by Chief of Joint Operations Room.

### 3. Mission Specific Tasks and Responsibilities:

- To collect, compile, analyse, assess and disseminate - jointly with the Joint Operations Officer / Safety and Security Department (SSD) - information relevant for Operations Pillar activities as well other relevant developments for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To contribute to planning activities of the Operations Pillar;
- To monitor the EULEX KOSOVO communication channels as well as those of Kosovo Police, KFOR and other relevant organisations and prepare accurate reports for the chain of command through the established JOR reporting lines;
- To maintain close daily cooperation with the Liaison/Coordination Officers in Head Operations Pillar;
- To assist Joint Operation Officers / SSD as required.

### 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 Law, Law Enforcement, Social Sciences, Public Administration 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;
- Experience in planning and implementing projects.

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

- Very good analytical, organisational, planning and time-management skills;
- 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.

**6. Desirable Qualifications and Experience:**

- Experience in strategic management and/or public administration;
- Experience in handling classified information.

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

- Very good knowledge in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Joint Operations Officer / Safety & Security Department (SSD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40026 Confirmed Vacancies: 3 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 1 on 17-Jun-20 1 on 25-Jun-20
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff/ Chief of Staff Office/ Joint Operations Room (JOR)	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Joint Operations Officer / Security & Safety Department reports to the Chief of the Joint Operations Room, while keeping the Senior Mission Security Officer fully informed on all relevant developments.

### 2. Main Tasks and Responsibilities:

- To monitor the security situation in the Mission area as well as to collect, collate, analyse, assess and disseminate information relevant for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To support and track all operational Security & Safety Department (SSD) movements and coordinate, as required, SSD response;
- To act as focal point for the Watchkeepers' Capability and keep them informed of relevant developments;
- To contribute to the production/maintenance of the Joint Operations Room (JOR) contact lists, emergency notification charts including check lists and other databases, reports or briefings;
- To maintain the JOR maps and visual aids, as appropriate;
- To collect, analyse and maintain all incoming security reports/information from different resources within the Mission area and provide a daily summary to Security Information Analyst Unit;
- To prepare, produce and disseminate reports and products as per Standard Operating Procedures;
- Operate means of secure communications;
- To provide updated information and analysis of major crises or disasters, which could affect the Mission's operations or staff members and to inform staff in the area concerned through SSD;
- To alert and inform senior management and respective SSD staff of important developments;
- To assist JOR Police Operators as required;
- To undertake any other related tasks as requested by the Chief of JOR.

### 3. Mission Specific Tasks and Responsibilities:

- To monitor all Mission activities assigned, in particular staff movements in the north of Kosovo, and act as the initial point of contact for headquarters and Mission personnel as required;
- To be responsible to coordinate all helicopter operations, including the necessary liaison with the relevant KFOR points of contact.

#### **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 OR equivalent and attested police or/and military education OR successful completion of a full course in civilian security organisation with duration of 3 years or more; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

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

- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Analytical, organisational, planning, and time-management skills;
- Radio communication skills;
- Understanding of applicable EU rules and regulations in the area of security and safety.

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

- Ability to perform under stress and in difficult circumstances;
- Relevant experience in handling EU Classified Information.

#### **7. Desirable 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.

<b>Position:</b> Programme Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40028 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff/ Planning and Reporting Office	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Programme Manager reports to the Head of Planning and Reporting Office.

### 2. Main Tasks and Responsibilities

- To assist Operations and Monitoring Pillars in writing the follow-up on operational objectives, tasks and impact indicators for the duration of the Mission mandate;
- To assist Operations and Monitoring Pillars in the establishment of the Mission Implementation Plan (MIP) by drafting MIP actions that include baseline, activities, expected results and outcome indicators that will be updated on a six-monthly basis;
- To monitor the quality of the monthly MIP reports uploaded in the information system and provide feedback to Operations and Monitoring Pillars;
- To provide regular feedback to senior management on the implementation of MIP actions;
- To evaluate MIP actions for the benchmarking annex of the six-monthly report with an emphasis on trends, evaluation of developments, lessons learnt, and best practices;
- To undertake any other related tasks as required by the Head of the Planning and Reporting Office.

### 3. Mission Specific Tasks and Responsibilities

- To assist in the coordination with the EU Office in Kosovo and other relevant stakeholders mainly on the MIP, to avoid duplication of efforts and maximise synergies.

### 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 Project Management, Public Administration or other related university studies; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the educational requirements.
- Proven operational planning/project management experience in a national or international context;
- Professional experience in monitoring and evaluation.

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

- Excellent analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Good interpersonal and communication skills, both written and oral;
- Excellent report drafting skills.

**6. Desirable Qualifications and Experience**

- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Experience in liaison with police, the judiciary, prosecution and customs authorities.

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

- Substantial knowledge of the Stabilisation and Association Process, Instrument for Pre-Accession (IPA) Projects, and EU approximation processes in Kosovo;
- Understanding of rule of law procedures and institutional building.

<b>Position:</b> Deputy Head of Operations Pillar	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40041 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15-Jun-20
<b>Pillar/Department/Unit:</b> Operations Pillar	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To deputise for the Head of Operations Pillar (HoOP) in his/her absence;
- To support the HoOP in leading, directing and managing the work and staff of the Operations Pillar (OP) so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission mandate;
- To act as first line manager for Liaison and Coordination Officers of the Office;
- To coordinate and follow-up on OP staff tasks, ensuring a smooth running of Units, especially in case of cooperation between various Units;
- To conduct strategic planning through analysis of inputs originating from the Pillar's operational activities and state of play on mandate implementation;
- To liaise and coordinate with external stakeholders;
- To ensure drafting of reports and other correspondence on behalf of the HoOP and manage routine administrative tasks on his/her behalf;
- To accompany or represent the HoOP at meetings and events as delegated;
- To ensure, in agreement with HoOP, timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the HoOP.

### 3. Mission Specific Tasks and Responsibilities:

- To advise and support the Deputy Head of Mission, in continuous consultation with the HoOP, on management matters related to policing and other OP areas of responsibility;
- To ensure, in agreement with the HoOP, compliance with Mission management instructions within the OP and to issue clear instructions at operational level to OP staff, ensuring through the Heads of Units that the operational resources are used in the best possible way to reach the Mission's goals;
- To ensure, at operational level, coordination with the Head of Monitoring Pillar;

- To support, as necessary, the HoOP in liaising with KFOR, Kosovo Police and other national/international organisations and law enforcement agencies as to the coordination of Mission activities at policing level.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the following fields of expertise: Social Sciences, Business Administration, Management, Law or Public Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which 5 years at upper management level;
- Senior Law Enforcement Officer.

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

- Sound knowledge of criminal investigations and special police operations.

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

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in strategic planning and reporting.

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

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



<b>Position Name:</b> Special Assistant to the Office of the Head of Operations Pillar	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40042 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Pillar	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To support the Head and Deputy Head of Operations Pillar (OP) in matters related to operationalising the Mission mandate in the area of policing and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To assist the Head and the Deputy Head of OP in his/her functions by ensuring a smooth running of the Office of the Head of OP;
- To ensure a smooth information flow within, from and to the Office of the Head / Deputy Head of OP and other OP Units and Offices;
- To liaise and coordinate, as appropriate, with external stakeholders;
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system;
- To draft reports and other correspondence on behalf of the Head and Deputy Head of OP as appropriate;
- To ensure the proper handling of documentation and files within the office of the Head of OP, including the handling of Criminal Intelligence and Cooperation Unit;
- To assist the Head and the Deputy Head of OP with aspects of Mission representation, e.g. preparing presentations and materials;
- To accompany the Head and the Deputy Head of OP as required to meetings and events and make necessary preparations as well as taking minutes at meetings and conferences;
- To prepare and draft reports/documents for the OP;
- To assist the Head and the Deputy Head of OP in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as required by the Head of Operations Pillar.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences, Business or Public Administration, or other related university studies OR equivalent and attested police and/or military education; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- Senior Law Enforcement Officer;
- Experience in different fields of policing.

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

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

**6. Desirable Qualifications and Experience**

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

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

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

<b>Position:</b> Operations Officer of International Police Cooperation Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40059 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Pillar/ Criminal Intelligence and Cooperation Unit/ International Police Cooperation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Operations Officer of the International Police Cooperation Unit reports to the Team Leader of International Police Cooperation Unit.

### 2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) and ensuring relations with Interpol and Europol;
- To provide relevant support for the operational requirements of the Head of Criminal Intelligence and Cooperation Unit, and of other Units;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Team Leader of International Police Cooperation Unit.

### 3. Mission Specific Tasks and Responsibilities:

- 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 manage everyday routine operation and services of the INTERPOL NCB and future ERUOPOL 'national contact point'.

### 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, international cooperation agreements.

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

- Working knowledge of cooperating with other entities (FRONTEX, SELEC centres, ILECU project, embassies, etc.);
- 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;
- Readiness to work in Pristina or Mitrovica.

<b>Position:</b> War Crimes Monitor (Analytical)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40092 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15-Jun-20
<b>Pillar/Department/Unit:</b> Monitoring Pillar/Case Monitoring Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The War Crime Monitor (Analytical) reports to the Chief of the Case Monitoring Unit.

### 2. Main tasks and responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the Area of Responsibility (AoR), in line with the various components of the Mission mandate;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To report on the findings both in qualitative and quantitative terms and to include analysis, comments and suggestions in the reporting;
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To offer peer-to-peer advice to local counterparts;
- To undertake any other related tasks as requested by the Chief of Case Monitoring Unit.

### 3. Mission Specific Tasks and Responsibilities:

- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to war crime cases (both to those handed over by WCIU and new ones) to track the progress towards Mission's objectives and provide accurate and timely information to guide management decisions;
- To provide analytical products as directed;
- To focus the monitoring on strategic, tactical and operational level on 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 prioritized:
  - EULEX KOSOVO risk assessments when handing over the cases to Kosovo authorities;
  - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society;
  - gravity and seriousness of the alleged crime;

- high profile of the suspect/s;
- possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/information management system handed over by EULEX KOSOVO;
- To monitor the implementation of the action plan deriving from the National War Crimes Investigation / Prosecution 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, especially with Serbian counterparts;
- To communicate and coordinate frequently with other monitoring elements;
- To suggest targeted actions/trainings to support local counterparts' progress.

#### **4. Essential Qualifications and Experience:**

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

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

- An analytical background with at least 5 years of proven experience;
- Knowledge of serious crime investigations and the supervising of such investigations;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code, Criminal Code and International Humanitarian Law;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to perform under stress and in difficult circumstances;
- Full computer literacy of basic programs (word processing, spreadsheet and emails); good knowledge of relevant IT archiving systems and procedures;
- Mediation and interpersonal skills;
- Report writing skills.

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

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in war crimes 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.

<b>Position:</b> War Crimes Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40093 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15-Jun-20
<b>Pillar/Department/Unit:</b> Monitoring Pillar/Case Monitoring Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main tasks and responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the Area of Responsibility (AoR), in line with the various components of the Mission mandate;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To report on the findings both in qualitative and quantitative terms and to include analysis, comments and suggestions in the reporting;
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To offer peer-to-peer advice to local counterparts;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To undertake other related tasks as requested by the Chief of Case Monitoring Unit.

### 3. Mission Specific Tasks and Responsibilities:

- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to war crime cases(both to those handed over by WCIU and new ones), 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 organized crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
  - EULEX KOSOVO risk assessments when handing over the cases to Kosovo authorities;



- connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society;
- gravity and seriousness of the alleged crime;
- high profile of the suspect/s;
- possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/ information management system handed over by EULEX KOSOVO;
- To monitor the implementation of the action plan deriving from the National War Crimes Investigation/Prosecution 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, especially with Serbian counterparts;
- To communicate and coordinate frequently with other monitoring elements;
- To suggest targeted actions/trainings to support local counterparts' progress

#### **4. Essential Qualifications and Experience:**

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

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

- Knowledge of serious 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 war crimes 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.

<b>Position:</b> Organised Crime Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40094 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 14-Jun-20
<b>Pillar/Department/Unit:</b> Monitoring Pillar/Case Monitoring Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main tasks and responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the Area of Responsibility (AoR), in line with the various components of the Mission mandate;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To report on the findings both in qualitative and quantitative terms and to include analysis, comments and suggestions in the reporting;
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To offer peer-to-peer advice to local counterparts;
- To undertake other related tasks as requested by the Chief of Case Monitoring Unit.

### 3. Mission Specific Tasks and Responsibilities:

- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to organised crime cases, to track the progress towards Mission objectives and provide accurate and timely information to guide management decisions;
- To focus the monitoring on strategic, tactical and operational level of organised crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
  - EULEX KOSOVO risk assessment when handling over the cases to Kosovo authorities;
  - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society;
  - gravity and seriousness of the alleged crime;
  - high profile of the suspect/s;

- possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/ system handed over by EULEX KOSOVO;
- To monitor the implementation of the National Organised Crime Strategy;
- 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.

#### **4. Essential Qualifications and Experience:**

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

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

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

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

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in organised crime investigations and/or monitoring of such investigations;

- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations;
- Strong research and analytical skills.

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

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

<b>Position:</b> Customs & Integrated Border Management (IBM) Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 40201 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 12-May-20
<b>Pillar/Department/Unit:</b> Monitoring Pillar/ Dialogue Support Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Customs & Integrated Border Management (IBM) Advisor reports to the Customs & Integrated Border Management (IBM) Senior Advisor.

### 2. Main tasks and responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- 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 provide analysis and recommendations to the local counterpart in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- 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 Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To undertake any other related task as requested by the Customs & Integrated Border Management (IBM) Senior Advisor.

### 3. Mission Specific Tasks and Responsibilities:

- To work as a Customs & Borders Advisor travelling within the area of operations;
- To support the Customs & Integrated Border Management Senior Advisor at the operational and strategic level in the normalization process between Belgrade and Pristina regarding all inter party Border Authority liaison, with particular focus on the implementation of the IBM

Technical Protocol (IBM- TP), including Common Crossing Points (CCPs) and the Administrative Boundary Line (ABL);

- To engage with and support all Border Authorities (Border Police (Police), Customs and Veterinary / Phytosanitary Inspectorates) in the process of normalization between Belgrade and Pristina, with particular focus on the implementation of the IBM-TP, including CCPs and ABL;
- To engage in and facilitate all local, regional and central level meetings between the Belgrade and Pristina Parties in relation to the IBM- TP;
- To support the development the Kosovo Customs (KC) and Kosovo Border Police (KBP) management team in relation to their processes and procedures, by providing mentoring, monitoring and advise (MMA) to KC & KBP at the strategic level;
- To monitor, mentor and advise the relevant KC and KBP Directorates on the strategic and operational management of borders, including border security and KC and KBP control on persons, vehicles and goods entering or exiting Kosovo;
- To provide policy advice and technical expertise from a multi-disciplinary perspective on a variety of customs and border police related practices and management issues, particularly matters related to the management of the Border Crossing Points (BCP) / CCPs, ABL and cross border inter agency co-operation;
- To review when appropriate the documented policies in KC and KBP, looking closely at the code of ethics for both agencies providing a Strategic Risk Assessment ;
- To MMA KBP & KC on principles and agreements between Belgrade and Pristina (e.g. participation in meetings);
- To conduct specific thematic inspections and performance assessments at Kosovo BCPs and Customs Terminals in support of the Mission's efforts to address areas of structural weaknesses within KC & KBP; including in the areas of potential political interference, corruption, human rights, gender mainstreaming and accountability;
- To assess the achievements of KC and KBP in meeting the benchmarks set in the Visa Liberalisation Roadmap and providing assistance in such activities when needed;
- To assist KC and KBP with the implementation of the agreements reached through the Dialogue between Belgrade and Pristina;
- To support all Kosovo Border Authorities with the implementation of the National IBM Strategy and Action Plan (2018-2023) ;
- To advise and assist with the further development of the National Centre for Border Management (NCBM), allowing for the 'real-time' sharing of relevant information;
- To liaise with other stakeholders providing technical and policy advice on border security and customs issues;
- To establish and maintain contacts with other organisations monitoring and compiling an overview of their border-related activities and identifying possible partners;

- To advise and assist KC & KBP Directorates in improving the capability of border control officers to detect all forms of border crimes, including: smuggling offences, human trafficking, irregular migration, customs frauds etc.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies for 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 customs/border police education; The qualification should be in the field of Social Sciences, Law, Business Administration or other related university studies; AND
- A minimum of 5 years of relevant professional experience in Customs and/or Border Police matters, after having fulfilled the education requirements, out of which at least 3 years of experience at management level;
- Proven experience as facilitator in cross border meetings related to international Border/Boundary agreements.

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

- Ability to mentor and motivate local counterparts;
- Extensive knowledge of – Integrated Border Management (IBM), border management protocols and customs procedures;
- Very good mediation and interpersonal skills.

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

- Experience in project management.
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- Driving license of category C.

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

- Language skills Serbian and/or Albanian.



<b>Position:</b> Forensic Doctor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 40046 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Pillar/ Institute of Forensic Medicine	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Forensic Doctor reports to the Deputy Director of the Institute of Forensic Medicine.

### 2. Main Tasks and Responsibilities:

- To perform medico-legal investigations of death and to assist in the area of forensic medicine whenever required by the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To give expert testimony evidence in court on findings of the autopsies and other examinations;
- To give evidence in court on findings of the autopsies and other examinations;
- To advise the Co-Head of Department of Forensic Medicine on relevant issues;
- To undertake any other related tasks as requested by the Deputy Director of the Institute of Forensic Medicine.

### 3. Mission Specific Tasks and Responsibilities:

- The Forensic Doctor should be willing to perform tasks in location other than Kosovo;
- This is a part-time job whereby the Forensic Doctor will perform his/her duties as described above whenever required but no more than three months per year.

### 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 at least one of the following fields of expertise: Medicine, specialisation in Forensic Medicine AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Extensive hands-on experience of death investigations, including autopsy and other forensic examinations.

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

- Extensive knowledge of death investigations, including autopsy and other forensic examinations.

**6. Desirable Qualifications and Experience:**

- Experience of teaching/training others in forensic and medical subjects;
- Driving license of category C.

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

- Very good interpersonal and communication skills, both written and oral in English;
- Ability to perform under stress and in difficult circumstances;
- Ability to explain complex scientific concepts to a wide audience.

<b>Position:</b> Forensic Anthropologist/ Identification Coordinator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 40048 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Operations Pillar/ Institute of Forensic Medicine	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Forensic Anthropologist/ Identification Coordinator reports to Deputy Director of the Institute of Forensic Medicine.

### 2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's mandate in the field of forensics, focusing on missing persons and exhumations;
- To conduct forensic anthropological analysis, including the analyses of complex cases of commingled remains;
- To assist in the field, whenever exhumations are conducted;
- To conduct detailed analyses related to DNA and anthropological procedures related to identification work;
- To manage and process of all documentation pertaining to samples sent for DNA testing as well as results received;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Deputy Director of the Institute of Forensic Medicine.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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 at least one of the following fields of expertise: Forensic Anthropology or Physical Anthropology; AND
- A minimum of 5 years of relevant professional experience in Forensic, after having fulfilled the education requirements;
- Proven experience of exhumation processes.

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

- Determination of MNI and skeletal re-association;
- Considerable knowledge of mechanical forces on bone, blunt, sharp, GSW (including terminal ballistics) and combined peri-mortem trauma, bone-healing processes and osteopathological processes leading to a determination of probable cause of death and presumptive or positive identification.

**6. Desirable Qualifications and Experience:**

*N/A*

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

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- General knowledge of other forensic science fields, such as ballistics, death scene investigation and data-base management, etc.;
- Knowledge in working with civil society groups and NGOs;
- Ability to perform under stress and in difficult circumstances;
- Proven knowledge of current developments in forensic science.

<b>Position:</b> Informant Handler	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> EK 40051 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Pillar/ Criminal Intelligence & Cooperation Unit/ Office of the Head of Criminal Intelligence and Cooperation Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP).
- To identify, recruit and manage informants (covert human intelligence source) who can provide information relating to requests stemming from the SC/SPO;
- To liaise with other Mission Units, other law enforcement agencies and police agencies, and other organisations to gather information;
- To liaise with international law enforcement authorities outside Kosovo;
- To ensure that the identity of the informants remains protected while providing the law enforcement authorities with evidential information required;
- To ensure that applicable laws, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant;
- To develop and manage cover stories for the protection of the informant;
- To manage expenses related to Covert Human Sources;
- To undertake any other related tasks as requested by the Head of Criminal Intelligence and Cooperation Unit.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 4. Essential Qualifications and Experience:

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

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

- A minimum of 10 years of relevant professional police experience or experience in a similar/relevant field, after having fulfilled the education requirements;
- Extensive and progressive professional experience in criminal intelligence, handling of covert human intelligence sources and criminal investigation fields;
- Extensive experience in the field of informant handling, source expenses and relevant technical equipment.

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

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

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position:</b> Correctional Advisor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 40086 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15-Jun-20
<b>Pillar/Department/Unit:</b> Monitoring Pillar/ Correctional Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> 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 and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- 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 provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To 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;
- To undertake any other related tasks as requested by the Chief of the Correctional Unit/Advisor to the Head of Kosovo Correction Services.

### 3. Mission Specific Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the 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 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.;
- In case of non-compliance, to report without delay to the Chief of Unit including recommendations on how to address the situation;
- To assist the other staff of the Correctional Unit in the conduct of their operations.

#### **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 Missions.



<b>Position:</b> Mobile Monitor (Justice)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 40091 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar/Case Monitoring Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is Needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Mobile Monitor (Justice) reports to the Chief of the Case Monitoring Unit.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for Rule of Law/Justice matters;
- To liaise and advise, upon request, on the promotion of RoL/Justice aspects among Kosovo authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in the host State;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To liaise with other international actors as required;
- To ensure timely reporting and information flow on RoL/justice issues;
- To contribute to identify and report on lessons and best practices within the field of RoL/justice;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system;
- To perform any other task as requested by the Chief of Monitoring Unit.

### 3. Mission Specific Tasks and Responsibilities:

- To monitor the Kosovo criminal and civil justice system through direct observation of criminal and civil proceedings, analysing court records, and liaising with court staff, judges, prosecutors and lawyers;
- To monitor selected cases processed by the justice system in accordance with a plan elaborated by the Mission;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To report on monitoring activities and assess the performance of the justice system against domestic law and international human rights standards;
- In coordination with the Thematic Lead Monitors, to conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to identify and address areas of structural weaknesses of local counterparts;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, minority groups, human rights and gender issues, etc.;

- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the 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 Law; 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 justice and/or trial monitoring;;
- Experience in legal research and analysis;
- Experience in case work/processing and complaint handling.

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

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

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

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

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Thematic Lead Monitor - Gender Based Violence	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 40098 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar/Case Monitoring Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To contribute on the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular in the field of thematic expertise;
- To support the Chief of Case Monitoring Unit in acting as focal point for all matters relating to the field of thematic expertise;
- To draft thematic related reports, legal advices and provide assistance in relation to matters in the field of expertise concerning the performance of Kosovo Administration of Justice, in line with Mission policies and operations and in close cooperation with other members of the Case Monitoring Unit (other thematic experts and mobile monitors);
- To prepare submissions and internal communications in relation to the field of thematic expertise;
- To support the Chief of 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 ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as requested by the Chief of Case Monitoring Unit.

### 3. Mission Specific Tasks and Responsibilities:

- To establish professional working relationship with Judges, Prosecutors, Court clerks and officers, Members of the KJC and KPC, Kosovo Government, NGOs, civil society, relevant local and international authorities and organizations dealing with Gender Based Violence cases and policies;
- To propose assistance, where necessary, to Kosovo Administration of Justice institutions for proper implementation of international and Kosovo strategic documents in the area of cases and (judicial) policies related to Gender Based Violence;
- To analyze the Gender Based Violence situation (legal and institutional) in Kosovo and identify possible areas of improvement.

#### **4. Essential Qualifications and Experience:**

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

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

- Knowledge of international and regional human rights legal instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms and EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector.
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Excellent legal drafting skills.
- Ability to perform under stress and in difficult circumstances;
- Mediation and interpersonal skills;
- Report writing skills.

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

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

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Finance and Accounting Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK40114 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 01-May-20
<b>Pillar/Department/Unit:</b> Mission Support Department/ Finance Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Finance and Accounting Officer reports to the Chief of Finance Unit.

### 2. Main Tasks and Responsibilities:

- To assist the Chief of Finance Unit (CoF) in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the CoF;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To assist the CoF in drafting the Mission budget;
- To contribute to lessons identification;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the CoF;
- To undertake any other related tasks as requested by the CoF.

### 3. Mission Specific Tasks and Responsibilities:

- To be responsible for the control of financial commitments with regard to the availability of the funds and the respect of procurement threshold;
- To be responsible for the monitoring of the internal financial authorizing process;
- To be responsible for proper implementation of payments (including payroll process), collection of revenue and recovery of amounts established as being receivable;
- To be responsible for payments of procurement contracts;

- To prepare, present and maintain the accounts;
- To prepare, present and maintain the inventory of Mission's assets;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting and preparation of weekly, monthly, quarterly, interim and final financial reports, as well as ad hoc reporting;
- To support the implementation of quarterly and final external audits.

**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 Finance, Economics, Accounting, Audit or Business Administration. AND
- A minimum of 4 years of relevant professional experience in the field of accounting and finance, after having fulfilled the educational requirements.

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

- Excellent analytical, research and problem-solving skills;
- Ability to operate Windows, including MS Office and especially extremely confident with spreadsheets, or PC based accounting systems.

**6. Desirable Qualifications and Experience:**

*N/A*

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

- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Deputy Senior Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 40157 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Security and Safety Department/ Mission Security/Close Protection Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Senior Mission Security Officer (D/SMSO) reports directly to the Senior Mission Security Officer 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;
- To undertake any other related tasks as requested by the SMSO.

### **3. Mission Specific Tasks and Responsibilities:**

*N/A*

### **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.

<b>Position:</b> Close Protection Operator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Assistant Level (MSAL)
<b>Ref. Number:</b> EK 40159 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 on 14-Mar-20 1 on 17-May-20
<b>Pillar/Department/Unit:</b> Security and Safety Department/ Mission Security/ Close Protection Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Close Protection Operator reports to the Chief of Close Protection Unit.

### 2. Main Tasks and Responsibilities:

- To be responsible for execution of Close Protection (C/P) operations;
- 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 Safety Department threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Chief of Close Protection Unit.

### 3. Mission Specific Tasks and Responsibilities:

- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX KOSOVO Mission staff at risk;
- Staff member might be expected to live in the north;
- Authorised to carry and issued a personal weapon.

### 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 out of which at least 2 years in close protection;
- Driving license of category C;
- 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.

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

*N/A*

<b>Position:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> EK 40161 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo, Mitrovica)	<b>Availability:</b> 1 ASAP 1 on 14 Mar-20
<b>Pillar/Department/Unit:</b> Security and Safety Department/ Mission Security/Close Protection Unit/ Mission Security Officer Team	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer reports to the Team Leader (Mission Security Officer Team).

### 2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- 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;
- To undertake any other related tasks as requested by the Team Leader (Mission Security Officer).

### 3. Mission Specific Tasks and Responsibilities:

- To implement the EULEX KOSOVO security plan;
- Staff member might be expected to live in the north.

### 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 1 year experience of Field Security 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.

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

- Passive understanding of Serbian language;
- Knowledge of the Mission area and potential threats.