

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Rule of Law Mission in Kosovo</b> <b>EULEX</b> <b>2-2025 Call for Contributions</b> Requirements and Job Descriptions				
<b>Organisation:</b>	<b>European Union Rule of Law Mission in Kosovo</b>			
<b>Job location:</b>	<b>As indicated below</b>			
<b>Employment regime:</b>	<b>As indicated below</b>			
<b>Job titles/ vacancy notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (27)</u></b>			
	EK 60003	Head of Head of Mission Office	Pristina	ASAP
	EK 60023	Senior Political Advisor	Pristina	03 Oct 2025
	EK 60026	Environmental Advisor	Pristina	ASAP
	EK 60033	Head of Planning, Reporting and Evaluation Section	Pristina	ASAP
	EK 60053	Human Resources Recruitment Officer	Pristina	ASAP
	EK 60060	Head of Operations	Pristina	ASAP
	EK 60061	Special Assistant to the Head of Operations	Pristina	15 Dec 2025
	EK 60065	Head of Coordination Unit	Pristina	15 Dec 2025
	EK 60066	Liaison/ Coordination Officer	Pristina	15 Dec 2025
	EK 60067	Operations Officer	Pristina	15 Dec 2025
	EK 60075	Head of Justice & Corrections Component	Pristina	15 Dec 2025
	EK 60076	Rule of Law Advisor North	Mitrovica/ Pristina	ASAP
	EK 60087	Correctional Monitor	Pristina	9 Nov 2025
	EK 60092	Justice Monitor	Pristina	9 Oct 2025
	EK 60092	Justice Monitor	Pristina	2 Oct 2025



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 European External Action Service (EEAS)  
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 Email: [CivOpsHQ-HR-EULEX-Kosovo@eeas.europa.eu](mailto:CivOpsHQ-HR-EULEX-Kosovo@eeas.europa.eu)

<b>Job titles/ vacancy notice:</b>	EK 60093	Police Monitor	Pristina	ASAP
	EK 60093	Police Monitor	Pristina	8 Oct 2025
	EK 60093	Police Monitor	Pristina	15 Dec 2025
	EK 60093	Police Monitor	Pristina	15 Dec 2025
	EK 60096	Thematic Lead Monitor – Gender-based Violence	Pristina	ASAP
	EK 60097	Thematic Lead Monitor - Hate Crimes	Pristina	ASAP
	EK 60099	Thematic Lead Monitor - Corruption Offences	Pristina	20 Sep 2025
	EK 60100	Head of Police Information & Operations Component	Pristina	15 Dec 2025
	EK 60112	Intelligence Analyst	Pristina	4 Nov 2025
	EK 60261	International Doctor	Pristina	ASAP
	EK 60265	Team Leader Armed Protection Unit	Pristina	ASAP
	EK 60271	Mission Security Officer	Pristina	ASAP
	<b><u>Seconded/Contracted (2)</u></b>			
	EK 60082	Forensic Anthropologist/ Identification Coordinator	Pristina	ASAP
	EK 60255	Information Security Officer	Pristina	ASAP
<b>Deadline for applications:</b>	<b>Friday, 01 August 2025, at 17:00 (Brussels time)</b>			
<b>Applications must be submitted to:</b>	<p><b>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b></p> <p><b>a) You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>b) You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b>2) You do not have the nationality of an EU Member State:</b> Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered). Please contact your seconding authority to send them your application form.</p> <p><b>Please note:</b> <i>Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions.</i></p> <p><i>We cannot provide contact details of National Seconding Authorities.</i></p>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p><b>Ms Susanne EVERT</b></p> <p><a href="mailto:CivOpsHQ-HR-EULEX-Kosovo@eeas.europa.eu">CivOpsHQ-HR-EULEX-Kosovo@eeas.europa.eu</a></p> <p><b>+32 (0)2 584 29 63</b></p>			

### **Low and/or Medium Risk Non-Family Mission**

The European Union Rule of Law Mission in Kosovo (EULEX Kosovo) bears a Low and Medium Risk Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility. Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose, in consultation with the EEAS Security Department, to the Civilian Operation Commander, to take measures to change the application of the Low and/or Medium Risk Non-Family status into High Risk Non-Family status.

**Seconded personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**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/contract period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EULEX Kosovo, according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

**Citizenship** – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

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

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

**Availability** – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

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

## II. REQUIREMENTS

### II.A Essential requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

**Physical and mental health** – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

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

**Education and training** – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

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

### Skills and abilities

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

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

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

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

**Driving skills** – Candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

## **II.B Desirable requirements**

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

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

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

**Language** – Knowledge of local language(s), depending on the job tasks and responsibilities.

**Driving licence** – Category C driving licence.

## **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

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

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

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

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

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

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

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her

country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

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

**Medical certificate** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

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

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

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

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

## IV. ADDITIONAL INFORMATION

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

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the EU Member States, European Institutions and the European External Action Service to take this into account when putting forward candidates at all levels.

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

**Selection process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related

costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

**Information on the outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

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

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

**Code of Conduct** – As part of the PDT, the selected candidates must complete the session about the Code of Conduct and Disciplinary Procedure for civilian EU CSDP Missions, also complete the e-learning module on the Code of Conduct prior to their deployment and provide the mission with the course certificate which is kept in their personal file.

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

## **V. JOB DESCRIPTIONS**

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

## SECONDED POSITIONS

<b>Position:</b> Head of Head of Mission Office	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60003 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Head of Mission	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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



AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/ management level;

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Direct knowledge of the functioning of the EU and, in particular, CSDP missions and operations;
- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Senior Political Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60023 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 3 Oct 2025
<b>Component/Department/Unit:</b> Office of the Head of Mission	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Senior Political Advisor reports directly to the Head of Mission (HoM) and is administratively line managed by the Chief of Staff Office.

### 2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the wider region;
- To provide analysis and advice to this regard to the HoM and senior Mission management, particularly in view of their possible impact on the Mission's mandate implementation;
- To lead, direct and manage the work of the local Political Officer;
- To ensure the HoM and senior Mission management are regularly updated on relevant political developments as appropriate;
- To accompany HoM to meetings, and prepare records of the same;
- To liaise and develop relationships with relevant local political actors, parliamentarians, local authorities, civil society, EU and other international actors in loco;
- To contribute to the political aspects of press and public information activities, including with reference to the clearance of press releases and public statements;
- To act as alternate Mission spokesperson as requested.
- To prepare and contribute to briefings and notes for the HoM;
- To contribute to and review regular Mission reports and other reports as appropriate;
- To contribute at his/her level to regular liaison/coordination with the Civilian Operations Headquarters (CivOpsHQ) as appropriate;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to the identification and development of lessons learned within his/her area of expertise;
- To undertake any other related tasks as requested by the HoM.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

- Excellent analytical, editing and report writing skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;

- Excellent understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

**6. Desirable Qualifications and Experience:**

- Excellent interpersonal and presentation skills, familiarity with diplomatic protocol;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- International experience, particularly in crisis areas with multi-national and international organizations.

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Environmental Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60026 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

AND

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Head of Planning, Reporting and Evaluation Section	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60033 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff, Planning, Reporting and Evaluation Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Head of Planning, Reporting and Evaluation Section reports to the Chief of Staff. This position is also a member of the Core Responsiveness Capacity (CRC), see specific tasks related to this below.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Section, including its planning and reporting elements and the project cell;
- To supervise and support the drafting of reports originating from Mission operational and advisory elements;
- To ensure timely and accurate reporting and information flow within the Mission and to the Civilian Operations Headquarters, EU Member States and other international stakeholders;
- To compile, ensure consistency and update the Mission Implementation Plan (MIP) in coordination with Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the operational/coordination functions;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To undertake any other related tasks as requested by the Chief of Staff.

#### 3.1 General Tasks and Responsibilities:

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

#### 3.2 Core Responsiveness Capacity Tasks and Responsibilities:

- Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:
  - To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
  - To support larger up/down scaling of missions, or refocusing of mandates;
  - To participate in liquidation and closures of missions;

- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

#### **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 any of the field of Social Science (e.g. Public Administration, Law, Political Science, Economics), Business Administration/Management 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 2 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Report compilation, drafting and analytical skills.

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

- A minimum of two years of political reporting in an international context;
- Project management experience;
- International experience, particularly with multi-national and international organisations;
- Experience in the area of knowledge management, organisational learning or policy development.

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

- Excellent interpersonal and communication skills, both written and oral;
- Excellent drafting skills as well as the ability to edit the work of others on tight deadlines;
- Sound analytical skills;
- Understanding of rule of law procedures;
- Knowledge of regional political history and developments;

<b>Position:</b> Human Resources Recruitment Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60053 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Human Resources Section	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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



### **3. General Tasks and Responsibilities:**

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

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

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

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

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

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

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

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

<b>Position:</b> Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60060 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Operations	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Head of Operations reports to the Head of Mission.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Operations Department ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To supervise the conduct of Mission operational activities and ensure orientation and operational coherence with the support of the Department's Coordination Unit;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management is regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission's Police Information & Operations Component and the Justice & Corrections Component are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisers to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behavior, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

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

- To perform any other tasks assigned by the line manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education on training on an award of an equivalent rank;  
AND
- A minimum of 10 years of relevant professional experience, out of which a minimum 5 years at coordination/management level, after having fulfilled the educational requirements.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Understanding of peace stabilisation mechanisms and conflict prevention.

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

- Relevant experience in a Police national force having a rank of or equivalent to Colonel with significant experience not only on Public Order and CRC management but also in criminal investigations, particularly against serious and organized crime, terrorism, and corruption.
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position Name:</b> Special Assistant to the Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60061 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15 Dec 2025
<b>Component/Department/Unit:</b> Operations	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Special Assistant to the Head of Operations reports to the Head of Operations and is administratively line managed by the Head of Coordination Unit.

### 2. Main Tasks and Responsibilities:

- To support the Head of Operations and the Head of Coordination Unit in analysing and assessing the development and progress of the Department's performance against the Mission's mandate and the benchmarks outlines in the respective planning documents and the Mission Implementation Plan;
- To liaise regularly with other Mission operational elements and external stakeholders;
- To produce timely and accurate periodic and ad-hoc reports on behalf of the Head of Operations and the Head of Coordination Unit on the status of the Mission's mandate implementation;
- To assist the Head of Operations and the Head of Coordination Unit with aspects of Mission representation, e.g. preparing presentations and materials;
- To accompany the Head of Operations and the Head of Coordination Unit to meetings and events, including preparations, taking minutes and required follow-up;
- To assist the Head of Operations and the Head of Coordination Unit in ensuring timely and accurate reporting as per Mission planning documents and the Mission Implementation Plan.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. OR equivalent and attested police and/or military education;  
**AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to work to tight deadlines with minimal supervision;
- Administrative skills (office management, event planning);
- Excellent Command of English;
- Excellent reporting skills;
- 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> Head of Coordination Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60065 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15 Dec 2025
<b>Component/Department/Unit:</b> Operations Department/ Coordination Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Head of Coordination Unit reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Coordination Unit's Situation and Information Centre, the Administration Team and the Liaison and Operational Planning Team in accordance with the Mission Operational Plan (OPLAN) and relevant planning documents;
- To support the Head of Operations, Head of Police Information & Operations and the Head of Justice & Corrections Component in their mandate implementation duties;
- To facilitate the direct communication and coordination on day-to-day matters between the Mission's two Components, focusing on liaison and coordination, situational information, analysis, administration and interpretation/translation services;
- To ensure the Unit's Situation and Information Centre stands by with readily available information of the Head of Operations and their staff, acts as communication hub for the entire Mission by preparing daily briefings and overviews of relevant events, and complies with relevant regulations when handling information about staff movement;
- To proactively seek advice from the Mission political, legal, gender, human rights and environmental advisors to ensure compliance of both Mission operational components with overarching EU policies and standards;
- To design Mission operational activities, tasks and objectives;
- To ensure the Unit's Liaison and Operational Planning Team (LOPT) coordinates closely with local counterparts and other relevant stakeholders while cooperating appropriately with other EU and international actors within the scope of the Mission mandate;
- To oversee the appropriate liaising of the LOPT with KFOR, Kosovo Police and other law enforcement agencies;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

framework of qualifications of the European Higher Education Area, e.g. Master's Degree.  
OR equivalent and attested police or/and military education;  
AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which 2 years at coordination/management level;

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge in operational analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Sound knowledge of criminal investigations and special police operations;
- Understanding of peace stabilisation mechanisms and conflict prevention.
- Excellent command of English.

**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:**

- Senior Law Enforcement Officer;
- Excellent report drafting skills;
- 
- Experience in performance and change management;
- Professional qualification and/or certificate in management/leadership;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Liaison/ Coordination Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60065 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15 Dec 2025
<b>Component/Department/Unit:</b> Operations Department/ Coordination Unit/ Liaison & Operational Planning Team	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States: YES</b>

### 1. Reporting Line:

The Liaison/Coordination Officer reports to the Head of Coordination Unit.

### 2. Main Tasks and Responsibilities:

- To contribute to the development of the Mission Implementation Plan (MIP) related to the cooperation and coordination activities, based on inputs received from the Operations Department functions, and monitor its execution through analyses and evaluation;
- To contribute to the coherent planning and implementation of the coordination and cooperation activities of the Operations Department;
- To contribute to mapping and assessment of ongoing bilateral and multilateral cooperation activities;
- To ensure Operations Department , at an operational level, are closely coordination with all actors, internally, externally, local and international to achieve mutual awareness, a comprehensive approach and avoid duplication;
- To facilitate the interaction between the Operations Department and bilateral and multilateral actors;
- To develop guidelines to ensure coherence and coordination of Mission contacts with international and local actors;
- To prepare, chair and take part in briefings about training activities with other units/departments/ components/organisations;
- To conduct planning of all FPU training and police operation activities;
- To manage the training portfolio of the Operations Department;
- To collect, disseminate and file information as required.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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 of Law Enforcement, Police Science or other related field **OR** equivalent and attested police or/and military education or an award of an equivalent rank;  
**AND**
- A minimum of 5 years of relevant professional police experience in the field of police training and planning of police operations, after having fulfilled the education requirements;
- Authorised to carry and issued a personal weapon.



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

- Analytical and problem solving/negotiation skills;
- Good understanding and knowledge of specialised units' daily tasks and special operations;
- Good interpersonal and communication skills.

**6. Desirable Qualifications and Experience:**

- Experienced in developing and preparing police training/exercises/rehearsals;
- Previous experiences in the information gathering;
- Experience in using methodologies and different sources for research, including open sources;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of Category C.

<b>Position:</b> Operations Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60067 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15 Dec 2025
<b>Component/Department/Unit:</b> Operations/ Coordination Unit/ Liaison & Operational Planning Team	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Operations Officer reports to the Head of Coordination Unit.

### 2. Main Tasks and Responsibilities:

- To support the Head of Coordination Unit within his/her field of responsibility in the implementation of the Mission's mandate;
- To assist the Head of Coordination Unit in managing operational activities;
- To ensure the communication flow and timely information sharing of operational findings;
- To analyse and assess the development and progress of the Unit's performance against the Mission's mandate, tasks and priorities set in the Mission's planning documents and the Mission Implementation Plan;
- To conduct quantitative and qualitative analysis of inputs originating from the Unit's operational activities and state of play on mandate implementation;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct;
- To contribute to the development of operational instructions, guidelines as well as standard operating procedures.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education on training on an award of an equivalent rank;  
AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

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

- Ability to acquire, analyse and manage information from a variety of sources;
- Proven ability in information analysis and comprehensive presentation of findings;
- Experience to conduct risk and threat assessments;
- Proven ability to deliver and present in a structured way;

- Networking, negotiation and team working skills;
- Possession of high level of proactivity and resilience, experience in working under high pressure.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Head of Justice and Corrections Component	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> EK 60075 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15 Dec 2025
<b>Component/Department/Unit:</b> Operations/ Justice and Corrections Component	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Head of Justice and Corrections Component reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Justice and Corrections Component in the implementation of the Mission mandate as set out in the Mission's Operation Plan (OPLAN) and relevant planning documents;
- To directly line-manage the Component's heads of units and ensure:
  - the Component's Correctional Unit (CU) exercises monitoring tasks effectively and efficiently in support of the Kosovo Correctional Service (KCS), the Kosovo Probation Service (KPS) and the judicial authorities in the follow-up of criminal, civil and administrative cases and trials and that advice is provided to the respective institutions as part of the Mission's robust monitoring;
  - the Case Monitoring Unit (CMU) focus on cases prone to political interference, those of a sensitive inter-ethnic nature or with human rights concerns that EULEX Kosovo has handed over or that have in any other way been identified as important for the Kosovo system and that the staff involved in trial monitoring have no conflict of interest that could compromise monitoring;
  - the Forensic Medicine Team (FMT) delivers advice and technical assistance to the Kosovo Institute of Forensic Medicine (IFM) in their efforts in developing and implementing strategies, policies and procedures to address the issue of missing persons as a result of the conflict as well as determining their fate and identity.
- To oversee the input of the Component's units to the development and regular updating of the Mission Implementation Plan (MIP) by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Component's unit's activities over time;
- To oversee the Component's contributions to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisers, such as the Mission's Senior Political Advisor, Gender Advisor, Human Rights Advisor and Environmental Advisor;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To identify, manage and report the potential risks arising from the specific processes, systems and projects of the CMU, the CU and the FMT;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### **3. General Tasks and Responsibilities:**

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

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. OR equivalent and attested police or/and military education;  
AND
- A minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at coordination/management level, after having fulfilled the education requirements.

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

- Ability to exercise collaborative, sound and effective leadership.
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Knowledge of local and international legislation and conventions related to missing persons, civil society dynamics and reconciliation principles;
- Understanding of peace stabilisation mechanism and conflict prevention.

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

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Rule of Law Advisor North	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60076 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department / Justice & Corrections Component/ Case Monitoring Unit	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States: YES</b>

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Qualifications and Experience:

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

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Serbian and/or Albanian language.

<b>Position Name:</b> Correctional Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60087 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 9 Nov 2025
<b>Component/Department/Unit:</b> Operations/ Justice & Corrections Component/ Correctional Unit	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States: YES</b>

### 1. Reporting Line:

The Correctional Monitor reports to the Chief of Correctional Unit/ Advisor to the Head of Kosovo Correctional Service (KCS).

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by monitoring, mentoring and advising (MMA) Kosovo Correctional Services (KCS) on the strategic and operational level;
- To conduct thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local institutions with EULEX Kosovo advice given at HQ level;
- To collect and collate "on the spot" performance statistics that relate to KCS system, as part of the Mission's benchmarking processes covering all of Kosovo;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, accountability, human rights and gender issues, etc.;
- To focus the MMA tasks on KCS management in matters of internal/external security, daily operations and management; the treatment of prisoners and its compliance with European Best Practices and Human Rights standards; etc.;
- To report any situations of non-compliance immediately to the Chief of Correctional Unit and provide recommendations how to address the situation;
- To ensure timely and accurate reporting and information flow as per planning documents, including the Mission Implementation Plan;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To travel through Kosovo to conduct MMA tasks.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

- Excellent interpersonal and communication skills, both written and oral;
- Strong team player with drive and the ability for innovative thinking and problem-solving;



- Ability to acquire, analyse and manage information from a variety of sources.

**6. Desirable Qualifications and Experience:**

- Pre-Deployment training for Prison Officers;
- International experience, particularly with multi-national and international organisations.

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

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of probation service, prisoner's rehabilitation and reintegration;
- Experience in addressing radicalization in correctional facilities.

<b>Position:</b> Justice Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60092 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 2 Oct / 9 Oct 2025
<b>Component/Department/Unit:</b> Operations/ Justice & Corrections Component/ Case Monitoring Unit	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To monitor and analyse the Rule of Law situation in Kosovo, in particular the criminal and civil justice system through the observation of criminal and civil proceedings, analysing court records, and liaising with court staff, judges, prosecutors and lawyers;
- To monitor selected cases processed by the Kosovo justice system;
- To provide advice to the respective institutions as part of the robust monitoring;
- To liaise with and advise the Kosovo justice authorities and relevant security sector reform actors;
- To liaise and advise, upon request, on the promotion of Rule of Law and Justice aspects in Kosovo authorities and ensure that these aspects are incorporated in the Mission's Implementation Plan;
- To report on monitoring activities, including the performance assessment of the justice system against local law and international human rights standards;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to identify and address areas of structural weaknesses of local counterparts in coordination with
- the CMU Thematic Lead Monitors;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption as well as matters related to minority groups, human rights and gender issues;
- To develop and organise training or workshop courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system in Kosovo.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law;  
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Expertise in justice and/or trial monitoring;
- Expertise in legal research and analysis;
- Expertise in case work/processing and complaint handling;
- Ability to respect the principles of judicial independence and objectivity, as well as the monitoring principles of non-intervention, impartiality, confidentiality and professionalism;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation, team-working and interpersonal skills;
- Report writing skills;
- Sound knowledge of RoL/justice aspects, in particular in a post-conflict environment;
- Knowledge of the specificities of the material and procedural criminal law and/or civil law in Kosovo.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Police Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60093 Confirmed Vacancies: 4 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP / 8 Oct & 2x 15 Dec 2025
<b>Component/Department/Unit:</b> Operations/ Justice & Corrections Component/ Case Monitoring Unit	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States: YES</b>

### 1. Reporting Line:

The Police Monitor reports to the Chief of the Case Monitoring Unit.

### 2. Main tasks and responsibilities:

- To conduct monitoring activities in compliance with the Mission mandate;
- To monitor, analyse and report on requested issues to the situation in the Area of Responsibility (AoR);
- To contribute to the production of accurate and objective reports and to make recommendations for improvement, as necessary;
- To monitor and report on human rights and gender issues relevant for the Mission mandate;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to relevant fields of crime to track the progress towards Mission's objectives;
- To focus the monitoring on strategic, tactical and operational level of the related crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To provide analytical products to identify significant trends, with a focus on trends concerning political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To provide advice to the respective local institutions, if necessary, as part of the robust monitoring;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
  - EULEX KOSOVO risk assessments when handing over the cases to Kosovo authorities;
  - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society;
  - gravity and seriousness of the alleged crime;
  - high profile of the suspect/s;
  - possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/information management system handed over by EULEX KOSOVO;
- To monitor the implementation of the Kosovo Crime Strategy and the cooperation between Kosovo prosecution and police;
- To monitor the cooperation between prosecution and police;
- To conduct thematic performance and efficiency assessment tasks of local counterparts to identify and analyse potential areas which may require structural revision;
- To communicate and coordinate frequently with other monitoring elements;
- To advise targeted actions/training activities to support local counterparts' progress;
- To assist, advise and update the line management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction;
- To offer peer-to-peer advice to local counterparts.

### **3. General Tasks and Responsibilities:**

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

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

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

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

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

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

- Supervisory/management experience in investigations into serious/complex crimes;
- International experience, particularly in crisis areas with multinational and international organisations;
- Strong research and analytical skills;
- Knowledge of quantitative and qualitative data analysis.

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

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

<b>Position:</b> Thematic Lead Monitor - Gender Based Violence	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60096 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations / Justice & Corrections Component/ Case Monitoring Unit	<b>Security Clearance Level:</b> N/A	<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 operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising relevant local counterparts and acting as focal point for all matters relating Gender Based Violence (GBV) on the policy level;
- To support the Chief of Case Monitoring Unit in translating the objectives of the OPLAN and Mission Implementation Plan into the work of the unit;
- To establish professional working relationship with Judges, Prosecutors, Court clerks and officers, Members of the Kosovo Judicial Council and Kosovo Prosecutorial Council, Kosovo Government, NGOs, civil society, relevant local and international authorities and organisations dealing with GBV cases and policies;
- To provide assistance, where necessary, to Kosovo Administration of Justice institutions for proper implementation of international and Kosovo strategic documents in the area of cases and (judicial) policies related to GBV;
- To analyse the legal and institutional GBV situation in Kosovo and identify possible areas of improvement;
- To draft thematic related reports, legal advices and provide assistance in relation to matters of GBV concerning the performance of Kosovo Administration of Justice, in line with Mission policies and operations and in close cooperation with other Case Monitoring Unit staff;
- To prepare submissions and internal communications related to the topic of GBV;
- To conduct legal research, draft legal opinions and reports and other legal documents including but not limited to the administration of Justice in relation to GBV and issues pertaining to the field of procedural violations and judicial integrity;
- To advise the Chief of Case Monitoring Unit and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

The qualification should be in Law or other related university studies OR equivalent and attested police education;

AND

- A minimum of 6 years of relevant professional experience in the judicial field and/or any other relevant field after having fulfilled the education requirements out of which;
- A minimum of 3 years of relevant progressive professional experience in the field of Gender Based Violence;
- Experience in legal research and analysis;
- Experience in case work/processing and complaints handling.

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Thematic Lead Monitor - Hate Crimes	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60097 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations / Justice & Corrections Component/ Case Monitoring Unit	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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



The qualification should be in Law or other related university studies OR equivalent and attested police education;  
AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements out of which;
- A minimum of 3 years of relevant professional experience in the field of hate crimes or other disciplines related to human rights, preferably within the judiciary and/or law enforcement agencies;
- Experience in legal research and analysis;
- Experience in case work/processing and complaints handling.

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Thematic Lead Monitor – Corruption Offences	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60099 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 20 Sep 2025
<b>Component/Department/Unit:</b> Operations / Justice & Corrections Component/ Case Monitoring Unit	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States: YES</b>

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To act as focal point for all matters relating to the field of thematic expertise;
- To draft thematic related reports, legal advice 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;
- To establish professional working relationship with judges, prosecutors, Kosovo Judicial Council, Kosovo Prosecutorial Council, Kosovo Government, Kosovo Anti-Corruption Agency, NGOs, civil society, relevant local and international institutions and organizations dealing with corruption offences;
- To propose assistance, where necessary, to Kosovo administration of justice institutions for the proper implementation of international and Kosovo strategic documents in the area of anti-corruption;
- To coordinate monitoring and analyse selected cases related to corruption offences during both the investigation and the subsequent court proceedings and identify possible areas of improvement;
- 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 and draft legal opinions, reports and other legal documents in the field of thematic expertise and related to issues including but not limited to the administration of justice, procedural violations and judicial integrity;
- To advise the Chief of Case Monitoring Unit and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise;
- To provide respective institutions advice, 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. General Tasks and Responsibilities:

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

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

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

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

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

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

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

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Head of Police Information & Operations Component	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60100 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15 Dec 2025
<b>Component/Department/Unit:</b> Operations/Police Information & Operations Component	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Police Information & Operations Component in the implementation of the Mission mandate as set out in the Operation Plan (OPLAN) and relevant planning documents;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan (MIP) by supporting the identification of relevant Mission operational requirements in relation to the Components activities connected to :
  - the liaison, as necessary, with Kosovo Police (KP) and other law enforcement officials in relation to the activities of the Component's Criminal Intelligence and Cooperation Unit (CICU) and the Police Advisors Unit (PAU) in the area of policing;
  - the coordination with KFOR and other local/international organizations at operational policing level, especially in connection with the Mission's Formed Police Unit (FPU), or reserve FPU (RFPU) as applicable, in its role as 2<sup>nd</sup> security responder.
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisors such as the Senior Political Advisor, the Gender Advisor, the Human Rights Advisor and the Environmental Advisor;
- To maintain necessary contacts and build relationships with relevant and external reporting against benchmarking;
- To act as the representative of the Component with the external interlocutors as required;
- To deputise for the Head of Operations in his/her absence, when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects under the Police Information & Operations Component;
- To plan and supervise operational activities of the component, including sensitive operations, where needed, supported by the Coordination unit.
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

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

- To undertake any other related tasks as requested by the line manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or an award of an equivalent rank;  
AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at upper coordination/management level.

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

- Law Enforcement Officer;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Understanding of peace stabilisation mechanisms and conflict prevention, specifically the EU integrated approach to respond conflict and crisis;
- Sound understanding of Mentoring, Monitoring and Advising standards;
- Sound understanding of various law enforcement activities, including investigations and special police operations;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

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

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Intelligence Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60112 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 4 Nov 2025
<b>Component/Department/Unit:</b> Operations/ Police Information & Operations Component/ Criminal Intelligence and Cooperation Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the following fields of expertise: Law Intelligence, Criminology, Social Sciences, Mathematics or other related university studies OR an equivalent and attested police or/and military education;  
AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements;
- Extensive and progressive professional experience in intelligence issues and/or complex data.

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

- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Working knowledge of i2 products (iBase and analyst notebook);

- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic.

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position:</b> International Doctor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60261 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Health Department / Medical Unit	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

The International Doctor reports to the Chief of Medical Unit.

### 2. Main Tasks and Responsibilities:

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

### 3. Mission Specific Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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



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

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

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

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

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

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

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

<b>Position:</b> Team Leader Armed Protection Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60265 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Health Department / Armed Protection Unit	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank;

AND

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of the Mission area and potential security threats

<b>Position:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 60271 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Health Department, Mission Security/ 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 Team. Staff member might be expected to live in the north.

### 2. Main Tasks and Responsibilities:

- To assist the Team Leader – Mission Security Team (TL MST) in the development, implementation and updating of the Mission Security Plan and all supporting security and safety document, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the TL MST on all incidents affecting Mission members;
- To assist the TL MST in reviewing the security phases;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- To perform security reviews of personal protective equipment, transport, residences and Mission offices;
- To ensure all security and communications equipment is operational and ready to use;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations to Mission members on matters related to security and safety to ensure staff are prepared for emergencies;
- To liaise and co-operate with local law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives, on security matters;
- To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
- To implement the EULEX Kosovo security plan;
- To travel throughout Kosovo.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education OR education at a civilian security organisation or an award of an equivalent rank;  
AND
- A minimum of 4 years of relevant professional experience, out of which one year experience in ensuring protection of organisational programs, personnel, assets, information and reputation, after having fulfilled the education requirements;

- Authorised to carry and issued a personal weapon;
- Driving licence of Category C.

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

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

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

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

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

- Knowledge of the Mission area and potential threats.

## **SECONDED/CONTRACTED POSITIONS**

<b>Position:</b> Forensic Anthropologist/ Identification Coordinator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 60082 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations / Justice & Corrections Component/ Forensic Medicine Team	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> YES

### **1. Reporting Line**

The Forensic Anthropologist/ Identification Coordinator reports to the Head of the EULEX Forensic Medicine Team (FMT).

### **2. Main Tasks and Responsibilities**

- To monitor, advise and assist in forensic anthropological examinations, including the analyses of complex cases of commingled remains;
- To advise and assist in the field, in the search and recovery of skeletonized remains;
- To advise and assist in the collection of samples from human remains for the purpose of DNA analysis;
- To advise and assist in conducting detailed analyses of complex data in relation to the identification of human remains;
- To manage and process extensive and complex volumes of data related to missing persons cases;
- To write reports following international forensic anthropological standards;
- To plan for and train on-the-job local counterparts in the subject of forensic anthropology and related subjects.

### **3. General Tasks and Responsibilities**

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

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

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in Forensic Anthropology, Biological/ Physical Anthropology, or a relevant field; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Solid background and knowledge in the examination of skeletonized remains, including the analyses of complex cases of commingled and poorly preserved remains;
- Working knowledge of trauma analysis of skeletonized human remains, including of bone biomechanics and perimortem trauma interpretation;

**6. Desirable Qualifications and Experience:**

- Experience in the recording and recovery of human remains from the burial context;
- International experience, particularly in crisis areas with multi-national staff and international organisations;
- Driving license of category C.

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

- Substantial 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 etc.;
- Knowledge in working with civil society groups and NGOs;
- Good knowledge of management and analysis of extensive volumes of data.
- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Information Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 60255 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Health Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To travel to all Mission areas including high risk areas as required;
- In collaboration with the Communications and Information Systems (CIS) Officer, the Information Security Officer operates in the following areas of activity:
  - Awareness Campaigns
    - To develop and implement awareness campaigns and workshops related to information security systems (desk routine and passwords etc.), cyber security threats (phishing and hacking), personal operational security (use of social network and mobile phones) and classified information handling;
  - Classified Information Handling
    - To develop internal Standard Operating Procedures (SOP) related to EU Policy and/or Council Security Regulations for EU staff;
    - To audit permanently classified information systems;
    - To track and maintain the Personal Security Clearance for EU Staff;
    - To report security violations and compromised information matters;
    - To develop and maintain any physical or technical structure for the protection of classified information.
  - Crypto Custodian
    - To assume responsibilities as the Crypto Custodian for the Mission:
    - To ensure registration, protection and transfer of accountable security items;
    - To report to the EU Crypto Custodian (DGA5-SSICS) in case of security violation or security compromise;
    - To develop and maintain a local framework for the use of crypto material, including audit and traceability;
    - To liaise and maintain contact with EEAS for any topic in relation to crypto matters. Information Security System (ISS)
    - To contribute in the development of the general framework for information security in cooperation with CIS including, organisational requirements, investigation capacities and incident reports;
    - To participate in any study for implementation of new IT material, new interface (e.g. website);
    - To be responsible for investigative matters in relation to security violations;
    - To participate in general ISS framework development and maintenance.
  - Cyber Security
    - To participate in the general cyber-security framework development and deployment specifically related to threat intelligence and threat assessment;
    - To comply with the cybersecurity incident reporting procedure and line;
    - To participate in investigations;
    - To foster responsible use of IT assets and lead by example.
- To assist Human Resources Section in defining the security clearance level required according to job descriptions and EEAS guidance;
- To advise Mission Members on best practices in management and proper handling of EU Classified Information (EUCI).



### **3. General Tasks and Responsibilities:**

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

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

- Successful completion of university studies of at least 3 years, attested by a diploma OR a qualification at the level in the National Qualification Framework which is equivalent to level 6 in the European Qualification Framework OR a qualification of the first cycle of the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested Police or/and Military education. The qualification should be in a subject field related to Information Management/Security, Information Systems Engineering/Security;  
AND
- At least 4 years of relevant and proven full-time professional experience, after having obtained the relevant degree/qualification;

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

- Knowledge of key information security principles and best practices;
- Knowledge of security management systems and programs;
- Extensive practical knowledge of current developments in information technology, networks and systems including standards, protocols, architectures and legislation and their relationship to matters of security;
- Creative planning and problem solving skills in the management of complex projects, time management and team skills with a focus on quality service in a limited resource environment;
- Ability to develop awareness campaigns;
- Ability to advise on security and counter intelligence;
- Professional capability to conceptualize, develop and review services, guidelines and policies.

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

- Experience in design of IT Technical Architecture;
- Experience with network security auditing tools and procedures.
- Experience in developing information security programs;
- Certification such as Certified Information Systems Security Professional (CISSP), forensic or malware analysis certification;
- Experience with impact studies and implementing risk assessment recommendations;
- Experience coordinating security-engineering projects and implementing systems;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving licence of Category C;
- Successful completion of the EU Mission Security Officer Certification Course.

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

- Knowledge of EU information security standards and formal accreditation processes;
- Ability to develop and audit security systems using traceability framework;
- Knowledge of Albanian and/or Serbian language.