

# EUROPEAN EXTERNAL ACTION SERVICE



## ANNEX I

### **FIRST (1<sup>st</sup>) EXTRAORDINARY CALL FOR CONTRIBUTIONS 2012 FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO)**

**ADVERTISEMENT FOR SECONDED/CONTRACTED STAFF MEMBERS**

#### **Guidelines for Application and Basic Requirements**

<b>Organisation:</b>	EULEX KOSOVO			
<b>Job Location:</b>	Western Balkans Region (Kosovo)			
<b>Staff Regime:</b>	Seconded by contributing States or Seconded / Contracted* Employment regime is indicated in each job description			
<b>Job Titles/Vacancy Notice:</b>	Please refer to the job descriptions			
<b>Deadline for applications:</b>	<b>20 January 2012</b>			
<b>Job Titles/ Vacancy Notice:</b>	<b><u>Seconded/Contracted*</u></b>			
	<b>Ref.</b>	<b>Name of the post</b>	<b>Vacancies</b>	<b>Available on</b>
	EK 0570/1	Deputy Lead Prosecutor (Special Investigative Task Force)	1	ASAP
	EK 0573	Interpreter/Translator (Albanian/English) (Special Investigative Task Force)	1	ASAP
	EK 0574	IT Officer (Special Investigative Task Force)	1	ASAP
	EK 0061	Security Operations and Planning Officer	1	ASAP
	EK 0062/2	Mission Security Officer (North)	3	ASAP

\* International staff contracted by the Head of Mission

<p><b>How to apply:</b></p>	<p>Interested candidates should use the standard application form (Annex II), in which they can list up to 3 positions and rank them in order of priority. <b>It is essential that both the job title AND the corresponding reference number are clearly marked in the form.</b> No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. In case more are received by the same candidate only one will be considered, the one submitted through the national authorities being given priority.</p> <p>Completed forms should be sent to the following email <b>only</b>. Please <b>DO NOT SEND</b> to any other addresses. No further documentation is necessary.</p> <p><b>Civilian Planning &amp; Conduct Capability (CPCC)</b>  <b>E-mail: cpcc-kosovoforgen@consilium.europa.eu</b></p>
<p><b>Information:</b></p>	<p>Additional information can be obtained from the EULEX KOSOVO website (<a href="http://www.eulex-kosovo.eu">http://www.eulex-kosovo.eu</a>) or from the following contacts:</p> <p>For questions from national authorities:</p> <p>EULEX KOSOVO  Attn. Ms. Antigone Marana  Tel: +32 (0)2 281 ext. 2630  Antigone.MARANA@ext.eeas.europa.eu</p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources  Tel: +386 43 78  ext. 6846, 8932, 8878, 6337  HumanResources@eulex-kosovo.eu</p>

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

**Contracted Personnel** – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract<sup>1</sup>. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

**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.

<sup>1</sup> Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 Nov 2009) sets out the conditions of employment of international contracted staff.

The Civilian Planning and Conduct Capability, CPCC, requests that contributing States propose candidates for the following international staff positions for EULEX KOSOVO, according to the requirements and profiles described below:

### **A. Essential requirements**

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

**Citizenship** – Citizenship of a Member State of the European Union (EU) or of a contributing third State<sup>1</sup> and full rights as a citizen.

**Integrity** – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants 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. The participants shall carry out their duties and act in the interest of the Mission.

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

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

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

**Physical and mental health** – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Contributing States.

**Ability to communicate effectively in English** – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

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

**Training** – eHest ( <https://ehest.consilium.europa.eu> ) or equivalent. Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

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<sup>1</sup> Croatia, Norway, Switzerland, Turkey and United States

## **B. Recommended requirements**

**Knowledge of the EU Institutions** – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy.

**Knowledge of the Balkans** – To have a good knowledge of the history, culture, social and political situation of the region, as well as of the police, judiciary and governmental structures (distinct advantage).

**Training and experience** – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

**Language skills** – knowledge of local languages will be an asset.

## **C. Essential documents for selected candidates**

**Passport** - Contributing States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

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

**Security clearance required:** The selected candidate will have to be in possession of the necessary level of personnel security clearance as indicated in the respective job description when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

The level of personnel security clearance required for each position is specified within the individual job description. The security clearance required will be:

- (1) An EU security clearance at the designated level; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a contributing third State with whom the GSC does not have a full security agreement but an agreement exists relating to the participation/contribution of that third State which expressly addresses the obligations of that country towards the handling of EUCI.

**Certificate/Booklet of vaccination** – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

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

**Driver's licence** – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license is required for driving B6 armoured vehicles.

#### **D. Additional information on the selection process**

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

**Application form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

**Selection process** – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the contributing State will bear any related costs.

**Information on the outcome** –Contributing States will be informed about the outcome of the selection process after its completion.

**FIRST (1<sup>st</sup>) EXTRAORDINARY CALL FOR CONTRIBUTIONS 2012 FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO)**

**Job Descriptions**

Justice Component

Special Investigative Task Force

Title: **Deputy Lead Prosecutor (Special Investigative Task Force) – EK 0570/1**

Employment regime: **Seconded/Contracted**

Expected deployment: **ASAP**

Vacancies: **1**

Category: **II** Level: **2**

He/she reports to the Lead Prosecutor of the Special Investigative Task Force.

**Job Description**

- To conduct, under the direction of the Lead Prosecutor of the Special Investigative Task Force, the investigation and prosecution of cases assigned to the Special Investigative Task Force.
- To coordinate the overall daily investigative activity within the Special Investigative Task Force.
- To exercise managerial functions over the Special Investigative Task Force in the absence of the Lead Prosecutor or when otherwise designated by the Lead Prosecutor to do so.
- To conduct case filing and quality management.

**Job Requirements**

- Advanced University Degree in Law.
- At least 10 years of professional experience in legal practice, including at least 5 years of experience as a full-time Prosecutor.
- Experience with war crimes investigations and prosecutions, ideally through work at an international criminal tribunal (required).
- Experience of working in post-conflict environments (desirable)
- Experience in conducting complex investigations with a transnational character related to war crimes, organised crime or trafficking in human beings (desirable)
- Experience working in diverse legal systems an asset.
- Experience in working in an international environment would be an advantage.
- Experience with and knowledge of military operations an asset.
- Experience of the Balkans, especially Kosovo, and knowledge of local languages considered an asset.
- The selected staff member should be willing to be located either in Pristina or in Brussels.
- To be in possession of security clearance at the level of EU Secret.

Title: **Interpreter/Translator (English/Albanian) (Special Investigative Task Force) – EK 0573**

Employment regime: **Seconded/Contracted**

Expected deployment: **ASAP**

Vacancies: **1**

Category: **III** Level: **3**

He/she reports to the Lead Prosecutor of the Task Force.

### **Job Description**

- To provide high quality translation from Albanian into English and vice versa of documents and written materials in all stages of the investigations and of the proceedings as required by the Lead Prosecutor of the Special Investigative Task Force;
- To serve as official verbatim interpreter for the Special Investigative Task Force by providing simultaneous and consecutive interpretation from Albanian into English and vice versa during all stages of the investigations and of the proceedings;
- Other duties assigned by the Lead Prosecutor of the Special Investigative Task Force.

### **Job Requirements**

- University Degree preferably in Translation & Interpretation or in Literature or in Law
- Professional proficiency in English and Albanian
- 5 year minimum of working experience in courts; civil and/or criminal
- In depth knowledge of legal terminology including criminal and/or civil law
- Ability to discharge duties and responsibilities under pressure of time sensitive deadlines
- Maintain a professional demeanour including a strict adherence to rules and regulations as required including the Code of Ethics and Conduct;
- Prior work experience in an international environment (desirable);
- Ability to operate standard office equipment;
- Excellent knowledge of word processing.
- The selected staff member should be willing to be located either in Pristina or in Brussels.
- To be in possession of security clearance at the level of EU Secret.

Justice Component

Special Investigative Task Force

Title: **IT Officer ( Special Investigative Task Force) – EK 0574**

Employment regime: **Seconded/Contracted**

Expected deployment: **ASAP**

Vacancies: **1**

Category: **III** Level: **3**

He/she reports to the Lead Prosecutor of the Special Investigative Task Force.

### **Job Description**

- To establish and maintain a highly secure internal computer network for the Special Investigative Task Force;
- To perform regular back-ups of the Special Investigative Task Force computerised information.
- To act as the point of contact for IT & Communication issues between the Special Investigative Task Force and the other Mission Units.
- To maintain contact with the Communication and Information Technology Section in Administration for all IT issues related to the Special Investigative Task Force
- To perform other duties as assigned

### **Job Requirements**

- University Degree in Information Technology or equivalent.
- A minimum of 3 years of professional experience related to the post.
- Relevant expertise in the management of Windows 2000 Server.
- Relevant expertise and knowledge of TCP/IP protocols.
- Good working knowledge of Microsoft office applications.
- Knowledge of Lotus Notes administration will be an asset.
- Previous knowledge of i2 products (ibase and Analyst Notebook) will be an asset.
- The selected staff member should be willing to be located either in Pristina or in Brussels.
- To be in possession of security clearance at the level of EU Secret



**Title: Security Operations and Planning Officer - EK 0061**

**Employment regime: Seconded/Contracted**

**Expected deployment: ASAP**

**Vacancies: 1**

**Category: III Level: 2**

The Operations and planning Officer reports to the Senior Mission Security Officer or Deputy Senior Mission Security Officer.

### **Job Description**

- To provide support and guidance to Mission Security Officers within their area of operations and ensure staff development accordingly
- To provide personal security support to members of the organization.
- To identify relevant security related training needs for members of the Mission, as well as designing and delivering training when necessary in cooperation with the Best Practice and Training Unit.
- To assist in the development of security policies and procedures (Mission Security Plan, Standard Operating Procedures and Contingency Plans) , ensuring their completion and review.
- To support the activities of the regional Security offices, ensuring the synergetic reporting and operational effectiveness.
- To maintain a fire evacuation plan and conduct fire drills and training as necessary
- To assist in coordination of VIP visits with all relevant security agencies.
- To develop professional contacts with the local police, military and security managers of other international organizations at a local regional level.
- To provide advice and training to staff on residential security measures
- To assume responsibility for local guard force management
- To conduct security training for regional based staff in such subjects as the security management system, responsibilities of wardens and personal security awareness
- To maintain an ongoing evaluation of evacuation routes and resources for use in emergencies, ensuring their availability
- Other tasks as directed by the SMSO

### **Job Requirements**

- Graduate of a police or military academy or a recognized civilian security institute
- Previous experience and qualifications within the field of Training and Development.
- Minimum 5 years of experience in security/operations-related matters.
- Previous proven experience in relation to Programme and Project management will be an asset.
- Successful participation in the MSO certification course is desirable
- Prior civilian mission experience with an international organisation and knowledge about Kosovo in particular or the Balkans in general are desirable.
- Demonstrated ability to contribute creatively to the development of security strategies and procedures
- Knowledge of the Balkans region and potential security threats (desirable)
- Valid EU compliant driving licence to drive vehicles up to C1 level.
- To be in possession of Security Clearance at the level of EU Secret

<b>Title: Mission Security Officer (North)- EK 0062/2</b>	
<b>Employment regime: Seconded/Contracted</b>	
<b>Expected deployment: ASAP</b>	
<b>Vacancies: 3</b>	<b>Category: IV</b>

The Mission Security Officer (North) reports to the Senior Mission Security Officer or Deputy Senior Mission Security Officer

### **Job Description**

- To provide personal security advice and support to regional based members of the organization.
- To assist in identifying staff training needs in security related areas, as well as designing and delivering training when necessary in cooperation with the Training Officer(s).
- To aid in the development of regional policies and procedures ensuring they are followed and updated or amended when necessary.
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner.
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control.
- To assist in coordination of VIP visits with all relevant security agencies.
- To develop professional contacts with the local police, military and security managers of other international organizations at a local regional level.
- To liaise with civilian and military organisations for an assessment of current and possible future threats.
- To maintain a fire evacuation plan and conduct fire drills and training as necessary
- To provide advice and training to staff and dependants on residential security measures
- To conduct security training for regional based staff in such subjects as the security management system, responsibilities of wardens and personal security awareness
- To maintain an ongoing evaluation of evacuation routes and resources for use in emergencies, ensuring their availability
- Other tasks as directed by the Senior Mission Security Officer (SMSO).

### **Job Requirements**

- Graduate of a police or military academy or a recognised civilian security institute
- Minimum 5 years of experience, including 2 in security-related matters
- Prior civilian mission experience with an international organisation and knowledge about Kosovo in particular or the Balkans in general is desirable.
- Demonstrated ability to contribute creatively to the development of security strategies and procedures
- Successful participation in the MSO certification course is desirable
- Valid EU compliant driving licence to drive vehicles up to C1 level
- Proficiency of the Serbian Language
- Knowledge of the Balkans region and potential security threats (desirable)
- To be in possession of Security Clearance at the level of EU Secret.
- The staff member will be expected to live in the north.