

# EUROPEAN EXTERNAL ACTION SERVICE



## ANNEX I

### **1-2012 CALL FOR CONTRIBUTIONS 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>	16 March 2012					
<b>Job Titles/Vacancy Notice:</b>	<u><b>Seconded/Contracted</b></u>					
	<b>Ref.</b>	<b>Name of the post</b>	<b>Pending*</b>	<b>Confirmed Vacancies</b>	<b>Total Vacancies</b>	<b>Available on</b>
	EK 0023	Regional Coordinator (North)	0	1	1	May-12
	EK 0049	Legal Expert	0	1	1	May-12
	EK 0075	Situation Centre Operations Officer		1	1	May-12
	EK 0093/2	Human Resources Software Developer	0	1	1	May-12
	EK 0099/5	Intensive Care Unit Nurse	0	2	2	May-12
	EK 0102/1	Chief of Logistics	0	1	1	May-12
	EK 0114	Telecommunications Officer	0	1	1	May-12
	EK 0115/1	Legal Officer for Administration Issues	0	1	1	May-12
	EK 0134	Verification Officer	0	1	1	May-12
	EK 0175	Legal Advisor to the Ministry of Internal Affairs	0	1	1	May-12

\* International staff contracted by the Head of Mission

\* Pending tour of duty extension or deployment

	EK 0332/1	International Language Assistant / Intelligence Support Officer	0	1	1	May-12
	EK 0479	Special Assistant to Head of Justice	0	2	2	May-12
	EK 0534	Legal Officer for KTA related matters	0	2	2	Aug-12
						4 in May, 1 in July-12
	EK 0535	Legal Officer at District Court Level	0	5	5	
	EK 0535/1	Legal Officer (Court management)		1	1	May-12
	EK 0543	Prosecutor	1	0	1	Aug-12
	EK 0701	Member of the Human Rights Review Panel	0	1	1	May-12
<b><u>Seconded</u></b>						
	<b>Ref.</b>	<b>Name of the post</b>	<b>Pending*</b>	<b>Confirmed Vacancies</b>	<b>Total Vacancies</b>	<b>Available on</b>
	EK 0075/2	Mission Analytical Capability Analyst	0	1	1	May-12
	EK 0075/3	SITCEN Police Operator	0	1	1	May-12
	EK 0176/1	Advisor to Kosovo Police Inspectorate Investigations Department	1	0	1	Aug-12
	EK 0176/2	Advisor to Kosovo Police Inspectorate Inspection Department	0	1	1	May-12
						3 in May, 1 in Jun-12, 3 in Jul-12
	EK 0168	Organised Crime Investigations Officer (TFM)	0	7	7	
	EK 0187	Head of Special Police Department	0	1	1	May-12
	EK 0190/2	Chief Advisor to KP Deputy Director General Operations	0	1	1	May-12
						1 in May, 1 in Jul-12
	EK 0198/2	Programme Advisor to the KP ROSU (Regional HQ)	0	2	2	
	EK 0202	Chief Advisor, Department of KP Specialized Units	0	1	1	May-12
	EK 0244	Resource Management Advisor (Mobile Teams)	0	1	1	May-12
	EK 0253	Chief Advisor to Assistant Director General, Personnel and Training	0	1	1	May-12
	EK 0266	Chief Advisor to Directorate of Professional Standards	0	1	1	May-12
						5 in May, 7 in Jul-12
	EK 0311	Organised Crime Investigation Officer	1	11	12	
	EK 0313	Lawful Interception Officer /Organised Crime Investigations	0	1	1	May-12
	EK 0314	Surveillance-Investigations Officer	0	8	8	3 in May, 4 in Jul,

					1 in Aug-12
EK 0316	Head of Financial Investigation Unit	0	1	1	May-12

EK 0318	Research Officer for Financial Investigation Unit	0	1	1	May-12
EK 0319	Investigator, Financial Investigation Unit	0	3	3	May-12
EK 0323	Operational Officer of Multi-Lateral Liaison Office in INTERPOL	1	2	3	Aug-12
EK 0325/1	Head of Counter Terrorism Unit	0	1	1	May-12
EK 0327	Deputy Head of EU Office for Criminal Intelligence	0	1	1	May-12
EK 0328	EU Office for Criminal Intelligence Desk Officer / Office Manager	0	1	1	May-12
EK 0330	Regional Criminal Intelligence Officer	0	2	2	May-12
EK 0336	Financial Intelligence Officer	0	1	1	May-12
EK 0337	Intelligence Researcher/Database Input Officer	0	1	1	May-12
EK 0339	Intelligence Officer, Special Liaison Unit / Intelligence Unit	0	1	1	Jun-12
EK 0347	Investigator of the War Crimes Investigation Unit	1	5	6	3 in May, 2 in Jun, 1 in Jul-12
EK 0357	Chief of Operation Cell, Special Police Department	0	1	1	May-12
EK 0382	Medic, SPD	0	2	2	2 in May-12
EK 0411	Chief of Intervention Group	0	1	1	May-12
EK 0424	Chief of Close Protection Unit	0	1	1	May-12
EK 0427	Close Protection Security Officer	1	13	14	12 in May, 2 in July-12
EK 0513	Advisor to Kosovo Prosecutorial Council (KPC)	0	1	1	May-12
EK 0517/1	Vice President of the Assembly of EULEX Judges	0	1	1	May-12

<b>How to apply:</b>	<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><u>only</u></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>
<b>Information:</b>	<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:  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>2</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.

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Croatia, Norway, Switzerland, Turkey and United States

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

## **B. Recommended requirements**

**Knowledge of the EU Institutions** – 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 EUCL.

**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.

## **1-2012 CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO)**

### **Job Descriptions**

Office of the Chief of Staff

Title: **Regional Coordinator (North) – EK 0023**

Employment regime: **Seconded/Contracted**

Expected Deployment: **May 2012**

Vacancies: **1**

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

The Regional Coordinator North reports to the Chief of Staff (COS). He/she will be based in Mitrovicë/a.

#### **Job Description**

- To coordinate EULEX Kosovo efforts in Mitrovicë/a region, on behalf of the Chief of Staff;
- To act as a point of contact for EULEX on operational rule of law issues and to represent EULEX at operational meetings in the region;
- To liaise and represent EULEX Kosovo in discussions with international organizations and local political actors on operational rule of law issues in close coordination with other elements of the Mission in the respective region;
- To interact with the three EULEX Components, namely Police, Justice and Customs, in the region, in order to be able to act as a coordinator of the activities of these three components and to facilitate the flow of information relevant to region;
- To raise through issues of relevance to the Mission mandate to the Mission management, via Chief of Staff;
- To coordinate input for and produce weekly report reflecting input from the three Components and Policy in according with the Mission's reporting requirements;
- To report on a regular basis to the Chief of Staff on EULEX activities in the region and the cooperation with other local and international stakeholders and to submit suggestions with regard to the Mission's mandate implementation.

#### **Job Requirements**

- University Degree in Political Science, International Relations, Law, Business Administration or other academic training relevant to this specific post.;
- At least 5 years of relevant experience, including international experience, particularly in crisis areas with multi-national and international organizations;
- Knowledge of CFSP and CSDP and general EU policies in the region;
- Experience in matters relating to the Balkans, particularly with Kosovo. Knowledge of the language, history, culture and the social and administrative structures of Kosovo are an advantage;
- Experience in working in difficult environments;
- Experience in managing small teams/offices;
- Experience in liaison with police, judiciary, prosecution, customs authorities desirable
- Excellent interpersonal and communications skills, demonstrated negotiation and diplomatic skills;
- Knowledge of Serbian and/or Albanian desirable;
- To be in possession of EU Security Clearance at the level of EU Secret.



**Title: Legal Expert – EK 0049**

**Employment regime: Seconded/Contracted**

**Expected Deployment: May 2012**

**Vacancies: 1**

**Category: III Level: 1**

The Legal Expert reports to the Head of the Legal Office under the daily supervision of the Deputy Head of the Legal Office.

### **Job Description**

- Prepare advice to the Head of Mission, the office of the Chief of Staff, and the Heads of Components on the legality or otherwise of Mission policies and operations and their legal implications.
- Suggest practical and creative legal solutions relevant to the in-theatre political, operational and security situation, in liaison with CPCC.
- Prepare guidance and advice to all Mission staff, as required, to ensure that the Mission's status neutrality and privileges and immunities are not violated.
- Prepare advice on applicable International and European legal standards, EU Compliance and EU Best Practices, in cooperation with the Mission's Brussels Support Element.
- Draft technical arrangements with external interlocutors, standard operating procedures, legal and administrative guidelines, and correspondence on behalf of the Heads of Mission and Components.
- Maintain contacts with Kosovo law making bodies, including judiciary in order to be aware of new developments in legislative and law implementation area.
- Analyse local legislation and draft opinions to the Head of the Legal Office on the legal system in Kosovo and identify possible areas for improvement.
- Act as focal point with respect to all legal matters pertaining to the Mission.
- Draft legislation, participate in legislative working groups on behalf of the Mission and prepare legal opinions for the Head of the Legal Office.
- Draft legal summaries and reports concerning legal issues.
- Perform any other tasks, as appropriate.

### **Job Requirements**

- University degree in Law. A post-graduate degree in law and successful completion of any related national legal qualification examinations would be an asset.
- A minimum of 10 years of relevant progressive professional experience. Experience from missions in post-conflict areas and/or countries with Rule-of-Law institutions in transition would be considered an asset.
- Experience in the area of Justice and Rule of Law and proven knowledge of criminal law, civil law, international law and administration of justice.
- Significant experience in legal drafting, including the legislation necessary for the implementation of the EU *acquis communautaire*.
- Experience in the appraisal of legislation and draft legislation.
- Excellent interpersonal and communication (written and oral) skills.

Title: **Situation Centre Operations Officer – EK0075**

Employment regime: **Seconded/Contracted**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III** Level: **2**

The Situation Centre Operations Officer reports to Head/Deputy Head of the EULEX Situation Centre & Mission Analytical Capability (SITCEN & MAC).

#### **Job Description**

- To monitor all EULEX Kosovo activities assigned, and act as the initial point of contact for headquarters and mission personnel as required.
- To collect, collate and select important information for inclusion in any required daily/weekly/monthly reports.
- To contribute to the production/maintenance of the Situation Centre (SITCEN) contact lists, emergency notification charts and other databases, reports or briefings.
- To advise the Head on development and maintenance of the SITCEN resources.
- To maintain the SITCEN maps and visual aids, as appropriate.
- To prepare programmatic/substantive drafts when required.
- To foster teamwork and communication among staff in the SITCEN and across the organisational boundaries.
- To collect, analyse and maintain all incoming security reports/information from different resources within mission area
- To prepare situation summaries for the mission in their areas of responsibility (security, military and civil dimensions).
- To prepare, produce and subsequently disseminate the daily security situation reports and/or security/military updates as per the SOP. Ensure that the outputs produced during the duty shift maintain high-quality standards and comply with the relevant requirements; that reports are clear, objective and based on comprehensive and cross-checked data.
- To monitor, in close cooperation with the Mission Police Headquarters Operations Centre, Security operations rooms and SIA cell the security situation in the mission area, with specific reference to the safety of EULEX Mission personnel.
- To carry out duty officer's duties during silent hours, weekends and holidays, acting as the point of contact for senior managers or approved designated offices.
- To review incoming messages, determine urgency and alert the relevant mission elements and responsible staff members according to specific procedures and instructions.
- To provide updated information and analysis of major crises or disasters, which could affect EU operations or mission personnel; and to inform the personnel directly involved in the area concerned.
- To alert and inform key security personnel and senior management of important developments.
- To brief senior managers on the latest developments in the mission area.
- To assist SITCEN Police Operators as required.
- Other duty related tasks as assigned by the Head/Deputy of the EULEX Situation Centre and MAC.

#### **Job Requirements**

- University degree preferably in the fields related with security/emergency management.
- Minimum 5 years experience in a related field and 2 of them in a mission with an international organisation.
- Knowledge of Kosovo and wider Balkan issues is desirable.
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Demonstrated ability to contribute creatively to the development of situation centre strategies and procedures.
- Excellent analytical, organisational, planning, and time-management skills.
- To be in possession of security clearance at the level of EU Secret.

Title: **Human Resources Software Developer - EK 0093/2**

Employment regime: **Seconded/Contracted**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III** Level: **2**

He/she reports to the Head of Human Resources

### **Job description**

- To plan, analyze, design, program and implement web-based or desktop Human Resources related applications
- To plan, design, develop and maintain complex databases.
- To import and migrate data from other formats into SQL Server or required formats.
- To identify Human Resources process automation needs and define Software requirements
- To test developed software and databases for ease of use, accuracy and integrity.
- To provide assistance and mentoring to Staff Members in the handling of complex and no-routine problems related to applications and databases.
- To work in coordination with other IT Officers liaising with the Chief of Software Development for technical guidance.
- To ensure the integrity, normalization, stability and security of production databases and in-development ones proactively monitoring them for optimal performance.
- To advice on improvements and compatibility between operating systems and database management systems.
- To perform regular logs checks; identifying problems and suggesting ad-hoc and long-term solutions.
- To plan, in coordination with Software Development Unit, disaster recovery plan and backup system.
- To create jobs to ensure the operability of databases and establish mechanisms for database replication and duplication.
- To perform regular data checks and data quality control.
- To troubleshoot emerging users issues
- To train users on HR applications when required
- To perform any other duties related to his/her assignment.

### **Job requirements**

- University degree in software/database development or equivalent combination of education, training and practical experience.
- A minimum of 5 years of progressively responsible experience in software/database development, design, management and implementation of complex database systems and software applications.
- Advanced knowledge of Microsoft Server 2003/2008, SQL Server (2005/2008). Relevant certifications are an asset.
- Experience with data modeling, database optimization, understanding and implementation of schemas, and the ability to interpret and write complex SQL queries.
- Advanced knowledge of relational database systems, including SQL server administration and support, SQL programming (stored procedures and triggers).
- Proven experience in SQL replication, SQL Mirroring, SQL Capacity planning/scalability, fail-over clustering.
- Advanced knowledge of VB.net (2008/2010). Relevant certifications are an asset.
- Effective project management skills are highly desirable; ability to lead a project to completion while providing technical guidance to staff.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- Ability to prioritize and manage a high workload.

- Good knowledge of Windows System administration.
- Good communication skills, including effective presentation skills and the ability to deliver training courses to users.
- Good interpersonal skills to establish and maintain good relationships with internal and external counterparts and to work harmoniously in a multicultural/multidisciplinary environment with respect and sensitivity for diversity.
- Very good problem solving skills in the area of expertise.
- To be in possession of security clearance at the level of EU Secret.

Title: **Intensive Care Unit Nurse – EK0099/5**

Employment regime: **Seconded/Contracted**

Expected Deployment: **May 2012**

Vacancies: **2**

Category: **IV**

Under the general supervision of the EULEX Head of Medical Services the registered nurse will report to the Medical Nursing Coordinator and the Medical Administrative Officer.

### **Job Description**

- To work in the intensive care unit, emergency room, the nursing facility, the out-patient clinic and the mobile medical services.
- To respond to emergency calls and assist doctors in providing adequate care and performing respective duties in the treatment of the patient.
- To perform medical briefing for incoming staff.
- To perform ECG, and other medical exam such as blood tests, glucose, and urine test as required.
- To prepare patient for different intervention and escort patient to other medical facilities as required.
- To perform nursing care and generally all activities related to her professional capacity.
- To accords patients fair and equal treatment regardless of ethnic background
- To maintain patient records and exercise absolute confidentiality.
- To assist in providing health education and addressing work environment and occupational health issues;
- To design and implement outreach programs for EULEX Personnel.
- To actively contribute in planning and organizing preventive and promotive medical fairs.
- To actively contribute in the In-service education for nurses.
- To maintain the pharmacy database/statistics, ensure its integrity and advise on stock status.
- To be responsible for the medical supplies and availability of sufficient equipment in the Intensive Care Unit.
- To perform shift duties including nights, week-ends and on-calls as required
- To perform other related duties as required.

### **Job requirements**

- Registered Nurse with an accredited Nursing School Diploma required.
- Formal training and at least 3 years of current experience in intensive care nursing required.
- Experience in perioperative care preferred.
- Teaching experience and certificate as trainer (e.g. ALS) an asset.
- Sufficient Emergency Medical Skills expected.
- Excellent spoken and written command of the English language essential. Proficiency in Albanian would be an asset.
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access).
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Punctuality; commitment to quality, ability to perform under stress; attention to detail; solid work ethics; willingness to work flexible working hours.
- Ability to prioritize and manage a high workload exceptionally.
- Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity.
- Absolute discretion and trustworthiness.

Title: **Chief of Logistics – EK 0102/1**

Employment regime: **Seconded/Contracted**

Expected Deployment: **ASAP**

Vacancies: **1**

Category: **II** Level: **3**

He/she reports to the Head of Technical Services.

### **Job Description**

- To plan, analyse, design, program and implement all aspects of logistical needs of the EULEX Mission in Kosovo, in cooperation and coordination with relevant members of Administration and Support Department and operational Components.
- To determine optimal minimum and maximum inventory levels for the different stocks; to approve amounts required for maintaining adequate stock levels and subsequent requests necessary for its replenishment.
- To identify the needs in terms of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services.
- To oversee assistance to non-technical units in preparation of specifications of items to be procured.
- To receive, review, analyze, assign, process and track certified requisitions submitted by customers; to maintain liaison with customers on any supply needs.
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Mission, ensuring systems in place for replacement and repair. To coordinate and facilitate accommodation of staff in EULEX locations.
- To be responsible for the computerized warehousing system to analyse stock history data in order to maintain an efficient and reliable automated inventory-stock control system.
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects. To prepare or direct the preparation of communications, memoranda, presentations, and other media related to logistics and warehouse activities.
- To supervise and review work of all logistics staff for accuracy, productivity, completeness and compliance with established logistics procedures ensuring that stock is replenished, stored, rotated and disposed of effectively.
- To develop and maintain work standards and provide for respective staff training.
- To perform any other tasks as required by the Head of Technical Services.

### **Job Requirements**

- An advanced University Degree in Business Administration, Logistics, Engineering or equivalent combination of relevant vocational training and at least 8 years of professional experience in the areas of supply, logistics and warehouse procedures and practices in a managerial position.
- To have a minimum of 5 years of professional experience in a managerial position in logistics related matters and 10 years of overall professional experience in logistics and warehouse management. Be familiar with project environment.
- International experience in managing support services of international organizations or military operations, particularly in crisis areas (essential).
- Good awareness of different product and services markets and industrial business networks.
- Good working knowledge of MS Word, Power Point and Excel software's.
- To be familiar with the use of MS Access and specific logistics planning software's (desirable).
- To have experience in the implementation of EU procurement processes and regulations (desirable).
- To be in possession of Security Clearance at the level of EU Confidential.

**Title: Telecommunications Officer – EK0114**

**Employment regime: Seconded/Contracted**

**Expected Deployment: May 2012**

**Vacancies: 1**

**Category: III      Level: 2**

He/she reports to the Chief of Communication.

### **Job Description**

- To be responsible for the creation of a communications and network plan for the mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the mission.
- To establish the necessary technical liaison and coordination with other international organizations in the mission area.
- To establish and maintain a secure mission radio, and telephone communications system.
- To co-ordinate with Administration, the number, technical specifications and location of the telecommunications equipment required for the personnel to perform their duties.
- Creation of a mission wide call sign plan.
- Responsible for the installation, maintenance and repair of VHF, UHF and HF base station and mobile radio equipment, associated antennae systems and ancillaries.
- Programming of all radio equipment.
- Installation and maintenance of repeaters.
- Erect masts and antennae as required.
- Installation of power supplies and backup power systems.
- Installation of satellite systems.
- Implement a preventative maintenance schedule for all equipment.
- Ensure that adequate levels of spare parts are available for all equipment.
- To establish the necessary technical liaison and coordination with other international organizations in the mission area.
- Liaise with local authorities and other international organisations with regard to frequency management and licensing issues.
- Provide advice and training to all end users.
- To produce precise reports concerning communication issues and to recommend improvements for future acquisitions.
- Manage the installation, commissioning and maintenance of microwave equipment
- Manage the installation commissioning maintenance and repair of mission PABX systems
- Manage and installation of call cost monitoring software/ billing systems.
- To establish Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues.

### **Job Requirements**

- University degree in Communications or Technical Specialization in Communications or equivalent combination of education, training and practical experience.
- A minimum of 5 years of experience in information and communication technology management with good knowledge in supplies ordering/acquisition and procurement tenders.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- Computer literate (Word, Excel, PowerPoint, Access.)
- Good communication skills both oral and written in English.
- Valid driving licence.
- To be in possession of security clearance at the level of EU Secret.

Title: **Legal Officer for Administration Issues – EK0115/1**

Employment regime: **Seconded/Contracted**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III**      Level: **2**

The Legal Officer for Administration Issues reports to the Head of the Legal Office under the daily supervision of the Deputy Head of the Legal Office, or whom he/she may designate.

### **Job Description**

- To provide legal advice and assistance on matters affecting the Mission's Division of Administration and Support.
- To advise on legal implications of internal decisions and actions affecting Mission's operability.
- To assist in drafting and revising of internal administrative regulations and to advise on their legal implications.
- To draft and advise as regards agreements including inter-organizational Memoranda of Understanding; service contracts; and commercial lease arrangements.
- To assess internal administrative procedures in light of local legislation.
- To provide input regarding the legal internal consistency of policies and their consistency with EU regulations.
- To advise on legal solutions to employment issues affecting staff members, taking into account the relevant employment framework.
- To draft and propose procedures, policies and guidelines to improve efficiency and effectiveness of Mission's Administration.
- Perform any other related tasks assigned by the Head or Deputy Head of Legal Office, or the Legal Advisor for Administrative Issues.

### **Job Requirements**

- University Degree in Law and successful completion of any related national legal qualification examinations.
- A minimum of 3 years of relevant professional legal experience.
- International experience preferable, particularly in crisis areas with international organisations, ideally involving administrative matters.
- Excellent interpersonal and communication (written and oral) skills.
- Excellent written English.
- Familiarity with EU policies, including *acquis communautaire* would be an asset.
- Be in possession of security clearance at the level of EU Confidential.



Title: **Verification Officer – EK 0134**

Employment regime: **Seconded/Contracted**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III**      Level: **2**

The incumbent reports to the Director of Administration and Support.

### **Job Description**

- To perform, in coordination with Finance Unit and Mission Components, Ex-ante checks put in place by the Authorising Officer responsible to verify operational and financial aspects of each operation.
- To control that each expense is in line with criteria of eligibility as well as with each requisite and regulation referred to in the Mission Contract (Financial Regulations, Guide to missions, European Commission's Communication related to the employment of personnel, local labour law, European Commission's note on representation expenses etc.).
- To check and confirm, under the supervision of the Authorising Officer and prior to the initial launch of any tender procedure and before the signature of contracts, that the Practical Guide to Contract Procedures for EC external actions is duly respected.
- To define and implement, with the aim of informing Project Managers and Task Officers from Mission components, to a regular training schedule on the authorising and validation process.
- To undertake any other related tasks as required by the Authorising Officer

### **Job Requirements**

- University degree of at least 4 years duration in Audit, Economics, Finance, Accounting or Banking and Insurance.
- A minimum of 5 years experience specifically related to Audit or Project Management or accountancy and/or book-keeping. Previous experience in the EU-Institutions would be an asset.
- Excellent analytical, research and problem-solving skills.
- Excellent drafting skills
- Ability to operate Windows, including MS Office and in special extremely confident with spreadsheets, or PC based budget, accounting or Human Resource systems

Title: **Legal Advisor to the Ministry of Internal Affairs – EK0175**

Employment regime: **Seconded/Contracted**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **II**

Level: **3**

He/she reports to the Head of Ministry of Internal Affairs Monitoring Unit

### **Job Description**

- Monitor/mentor/advise the Legal Directorate/Director Legal of the Ministry of Internal Affairs
- Advance the Ministry towards EU compliance and European Standards as regards to legislation
- Advise on related government legislation
- Assist in developing relevant legislation, develop procedures, policies and guidelines to improve operational efficiency within the Ministry
- Advise the Head of the Ministry Unit on legal matters; prepare summaries and reports on legal issues
- Undertake any other tasks required by the Head of the Ministry Unit

### **Job Requirements**

- Advanced university degree in law, post-graduate degree in Legal or security related studies preferable
- A minimum of 5 years of experience in middle management.
- Extensive knowledge and proven experience in the field of security related legislation, European laws
- International experience, particularly in crisis areas with multi-national and international organisations is desirable
- Experience in public administration structures is desirable
- EU Civilian Crisis Management Course or CSDP mission experience is desirable
- Knowledge of Albanian/Serbian is an advantage.
- To be in possession of security clearance at the level of EU Confidential.

Title: **International Language Assistant / Intelligence Support Officer – EK 0332/1**

Employment regime: **Seconded/Contracted**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III**      Level: **2**

He/she reports to the Desk Officer/Office Manager.

### **Job Description**

- To translate documents from Albanian and/or Serbian into English and vice versa.
- To interpret at meetings with Albanian and/or Serbian speakers.
- To research open sources of information in local language.
- Based on open source research, to prepare detailed reports and briefing documents.
- To perform other duties as assigned in support of EUOCI duties.

### **Job Requirements**

- A minimum of 5 years of professional experience related to the post.
- Significant experience of translation and interpretation in a police intelligence or related environment.
- Fluency in Albanian, Serbian and English languages.
- Ability to acquire information from a variety of open sources and good writing skills for drafting accurate reports.
- Previous experience of working in the Balkans and associated knowledge of local culture and customs.
- Integrity and understanding of the requirement for strict confidential and absolute trustworthiness in all relations and assignments.
- Knowledge of other Balkan languages would be an asset.
- To be in possession of Security Clearance at the level of EU Secret.

**Special Assistant to the Head of Justice – EK0479**

Employment regime: **Seconded/Contracted**

Expected Deployment: **May 2012**

Vacancies: **2**

**Category: III Level: 2**

The Special Assistant reports to the Head of Justice

**Job Description**

- To brief and liaise with Component Units, External Organizations, Guests, Visitors and other interested parties while displaying a good understanding of Justice Component and Mission objectives, structure and organizational procedures
- To assist on aspects of Justice Component visibility, e.g. preparing presentations and relevant materials.
- To maintain regular contact with all Justice Component Units, the Office of the Head of Mission and Office of the Chief of Staff, with a particular view to ensure the seamless flow of relevant information within the Office of Head of Justice, the Justice Component Units and other Mission offices.
- To ensure the proper handling of confidential documentation and related information passing through the Office of Head of Justice in consultation with the Document Management Officer.
- To maintain necessary contacts with local counterparts, governmental organisations, nongovernmental organisations or other external counterparts in order to collect and disseminate information.
- To assess information, provide direction and assistance on complex organisational and administrative matters as well as occasional legal matters in consultation with the Legal Officer in the Office of Head of Justice.
- To coordinate and support the implementation plans and objectives of the Justice Component.
- To accompany the Head of Justice as required to meetings and events, take minutes when requested and make necessary preparations.
- To prepare and draft reports/documents for the Head of Justice in consultation with Component Units after gathering necessary input and information.
- To conduct administrative tasks when required by Head of Justice.
- To perform other work related duties as requested.

**Job Requirements**

- University degree in relevant field, (Law degree would be an asset)
- 5 years of relevant work experience in one or more of the following areas: criminal or civil law, court administration, administration of justice, prosecution, penitentiary, forensic, intra/inter Mission rule of law coordination or mission senior management support.
- Previous Mission experience, particularly in a similar position, would be an advantage.
- Excellent English language skills. Knowledge of local languages would be an asset.
- Excellent drafting and reporting skills.
- Excellent analytical, problem-solving, oral and written communication skills required to analyse, a variety of administrative and operational problems so as to develop and recommend solutions and maintain effective working relationships.
- A thorough understanding of or experience in rule of law and/or civilian crisis management interventions.
- Absolute discretion, reliability and trustworthiness.
- An ability to work independently on tight deadlines with minimal supervision and on multiple-concurrent tasks.
- To be in possession of security clearance at the level of EU Secret.

Title: **Legal Officer for KTA related matters – EK 0534**

Employment regime: **Seconded/Contracted**

Expected Deployment: **August 2012**

Vacancies: **2**

Category: **III**      Level: **1**

He/she reports the EULEX Judges in the Special Chamber of the Supreme Court.

### **Job Description**

- To conduct legal research on the applicable domestic law and international human rights principles related to property law;
- To review and analyze on different issues pertaining to the adjudication of cases by the Special Chamber such as those related to the privatization process, commercial transactions between parties, ownership claims, negotiation between parties and liquidation procedures;
- To draft legal opinions, letters to parties, orders, decisions, judgments and other court documents;
- To assist with the preparation of Chamber procedures: including ensuring the proper scheduling of hearings and other sessions, distribution of summons, court decisions and other legal documents.

### **Job Requirements**

- University degree in Law;
- At least 3 years of professional experience in the field of civil law;
- Experience in drafting decisions in civil, labour, insolvency or property law cases;
- Prior mission experience would be an asset.

Title: **Legal Officer at the District Court Level – EK0535**

Employment regime: **Seconded/Contracted**

Expected Deployment: **4 in May, 1 in July 2012**

Vacancies: **5**

Category: **III**      Level: **1**

He/she reports to the EULEX Judges at the district court level.

### **Job Description**

- Assist the EULEX Judges in pre-trial, trial or appeal proceedings.
- Conduct legal research using multiple research sources and provide advice on the applicable law, international human rights principles and humanitarian law concerning cases of serious crimes or concerning cases in civil law.
- Assist the EULEX Judges with legal assessment and evaluation of evidence, review, analyze and advise on all court and investigation documents.
- Prepare or assist in the preparation of legal submissions including legal opinions, briefs, memoranda, decisions, orders, verdicts and other legal documents. Legal Officers working with EULEX Judges in Criminal Law should also assist in preparing summons, arrest warrants, motions, and responses to motions.
- Liaise on behalf of the EULEX Judge with (a) the Police, Prosecutors, their Legal Officers, Registry and Defence (Criminal Law) or (b) the Parties and Registry (Civil Law).
- Participate, advise and assist the Judges in hearings, trials and processing of evidence and documents submitted during the trial.
- Coordinate and supervise other court support staff members, such as administrative assistants, court recorder and interpreters/translators.
- Perform other duties as assigned.

### **Job Requirements**

- At least 3 years of professional experience in the field of criminal and/or civil law.
- Experience in the field of drafting decisions in criminal and/or civil cases.
- University degree in Law.
- Experience of working in post-conflict environments (desirable).
- Experience of the Balkans, especially Kosovo, and knowledge of local languages considered an asset.

**Legal Officer (Court management) - EK 0535/1**

Employment regime: **Seconded/Contracted**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III** Level: **1**

He/she reports to the EULEX Judges at the district court level.

**Job Description**

- Ensuring the proper retrieval, registration, custody and dissemination of documents and maintaining the Registry,
- Attending to all administrative and functional matters of the court and ensuring that the administration of the court is neutral and objective;
- Ensuring that case index is complied with in all cases before the EULEX judges team in the District Court of Prishtinë/Priština
- Supervising the administrative and language assistants and ensuring that duties are fulfilled according to the applicable laws in Kosovo in the field of court operations;
- Assisting the EULEX Judges and legal officers in maintaining court case files,
- Ensuring the preparation of working copies of court files for individual judges,
- Ensuring the preparation of summons and notifications to the parties,
- Maintaining and monitoring the workload status, advising on and arranging for the composition of panels;
- Organizing, managing and keeping an updated the trial schedule;
- Coordinating with the translation pool in view to have translations of documents ready in an accurate and timely manner;
- Compiling reporting data and statistics on court documents;
- Dealing with sensitive and confidential information;
- Ensuring that closed cases are properly stored;
- Adopting a central electronic database system in order to help simplify the registration of documents and keep track of them.

**Job Requirements**

- At least 3 years of professional experience in the field of criminal and/or civil law.
- Experience in the field of drafting decisions in criminal and/or civil cases.
- University degree in Law.
- Experience of working in post-conflict environments (desirable).

Title: **Prosecutor – EK 0543**

Employment regime: **Seconded/Contracted**

Expected Deployment: **August 2012**

Confirmed vacancies: **0** Pending vacancies: **1**

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

He/she reports to the Chief EULEX Prosecutor.

### **Job Description**

- To conduct, in cooperation with local counterparts, criminal investigations in the field of organised crime, war crimes, terrorism, inter-ethnic violence, corruption, financial/economic crimes and other serious crimes.
- To prosecute in close cooperation with Kosovar counterparts, suspects of organised crime, war crimes, terrorism, inter-ethnic violence, corruption, financial/economic crimes and other serious crimes.
- To monitor the prosecutorial performances of Kosovar counterparts.
- To mentor and to advise Kosovar counterparts in order to increase their capacities in dealing with serious crimes.

### **Job Requirements**

- Masters Degree in Law
- At least 5 years of professional experience in legal practice
- At least 3 years of experience as a full-time Prosecutor
- Experience in working in an international environment would be an advantage.



Title: **Member of the Human Rights Review Panel – EK 0701**

Employment regime: **Seconded/Contracted**

Expected deployment: **May 2012**

Vacancies: **1**

Category: **II**      Level: **2**

### **Job Description**

- He/she will be member of the Human Rights Review Panel for EULEX Kosovo (hereinafter the ‘HRRP’) consisting of two international members and one EULEX Kosovo judge.
- The panel member will participate in HRRP sessions in Kosovo at least four times a year for a session of no less than five working days or when and as long as required. Being fully independent in the exercise of all his/her functions, the incumbent will:
- Review complaints filed with the HRRP as to whether EULEX Kosovo has committed a human rights violation in the conduct of its executive mandate.
- As an HRRP member, recommend to the EULEX Kosovo Head of Mission remedial actions as appropriate, in accordance with the EULEX Kosovo accountability concept
- Develop rules of procedure of the HRRP, including procedures to process claims in groups, as appropriate.
- Develop and ensure an expeditious procedure for the review of complaints.
- Maintain the authority and dignity of the HRRP.
- Decide matters of rules and procedure which may arise during the review of a complaint.
- Direct and supervise the staff of the HRRP Secretariat.

### **Job Requirements**

- University degree in Law with a specialization in human rights, international public law or administrative law.
- At least 15 years progressively responsible work experience in the legal sector, preferably with professional experience in a human rights court setting, Ombudsman institution, as mediator or in academia.
- Excellent knowledge of international and regional human rights instruments and institutional mandates such as the Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector.
- Experience involving claims processing,
- Ability to interpret and apply legislative instruments based on sound legal judgment.
- Experience in working with the judiciary and/or law enforcement agencies from a human rights perspective.
- Strong oral, written and presentational skills.
- Strong interpersonal skills with the ability to work in a multi-ethnic/cultural environment.
- Good computer skills, including proficiency in word processing and spreadsheets.
- Fluency in written and spoken English. Knowledge of Albanian and/or Serbian languages would be a advantage.
- Knowledge of Kosovo and/or the Western Balkans desirable.
- To be in possession of security clearance at the level of EU SECRET.

Title: **Mission Analytical Capability Analyst – EK 0075/2**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: 1

Category: **III** Level: **2**

Under the overall supervision of the Head/Deputy Head of Situation Centre/MAC, and through the Senior Analyst, the Analyst will be responsible for the following tasks:

**Job description:**

- Operationalise Senior Management information and analysis requirements (identification, prioritization, planning, tasking).
- Conduct field and desk research (mostly based on qualitative research methods), collect and collate data, provide analysis and produce on prevailing Mission related political, security, governance and interethnic issues.
- Monitor and collect information about phenomena and events that may have an impact on the Mission.
- Provide comprehensive and timely assessments of situations, events and developments, including contributions to early warning of potential threats and upcoming opportunities for mandate implementation.
- Liaise internally with relevant units for data collection and analysis purposes.
- Ensure external liaison arrangements with other organisations and entities operating in theatre, as deemed appropriate by CoS.
- Contribute to Mission reports, ensuring the inclusion of relevant assessments.
- Respond to information requests (RFIs) from others.
- Disseminate MAC products internally and/or externally as directed and ensure the security of the information handled by the MAC.
- Undertake any other tasks, including of administrative nature, as directed by the Head of MAC.

**Qualifications and experience:**

- University Degree in Political Sciences, International Relations, Social Sciences or related field or equivalent police/military education.
- Experience in matters relating to the Balkans, particularly with Kosovo, is essential. Knowledge of the languages, history, culture, social and administrative structures of Kosovo is a significant advantage. Understanding of EU crisis management capabilities an advantage.
- Proven skills and experience with information collection from various sources, processing and analysis, report compilation, drafting and editing. 5 years analytical experience desirable.
- It is vital that the post holder has an excellent command of written and spoken English to a standard compatible with EU institutions.
- Excellent interpersonal and communication skills and ability to work dynamically on his/her own initiative in a methodical manner.
- To be in possession of security clearance at the level of EU Secret.

Title: **SITCEN Police Operator – EK 0075/3**

Employment regime: **Seconded**

Expected Deployment: **ASAP**

Vacancies: **1**

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

The SITCEN Police Operator operationally reports to the Head/Deputy Head of the EULEX Situation Centre and Mission Analytical Capability (SITCEN and MAC).

### **Job Description**

- To monitor the EULEX communication channels as well as those of KP, KFOR and other relevant organizations and prepare accurate reports for the chain of command via established SITCEN reporting lines.
- To prepare accurate reports relating to operational and monitoring activities during his/her shift;
- To ensure a smooth information flow from and to the Police Component;
- To liaise with international and local counterparts collating and verifying information received in their area of expertise;
- To input into the SITCEN reporting channels as per established procedures incidents in the policing domain in a timely and accurate manner whilst ensuring information flow to the Police Operations and Planning Cell as appropriate.
- To maintain close daily liaison with the Police Operations and Planning Cell.
- To assist SITCEN Operators as required.
- To perform any other duties as assigned.

### **Job Requirements**

- A minimum of 5 years of effective and extensive operational police experience.
- Relevant Police training.
- Indicative rank: Minimum Warrant officer or equivalent.
- International policing experience preferable.
- To be in possession of security clearance at the level of EU Secret.

Title: **Advisor to Kosovo Police Inspectorate Investigation Department (PIK) – EK 0176/1**

Employment regime: **Seconded**

Expected Deployment: **August 2012**

Confirmed vacancies: **0** Pending vacancies: **1**

Category: **III** Level: **1**

He/she reports to the Head of Ministry of Internal Affairs Monitoring Unit, and works in cooperation with the Police Advisor to the Ministry of Internal Affairs.

### **Job Description**

- To advise and assist the Director of the Kosovo Police Inspectorate (PIK) Investigation Department on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to criminal and disciplinary offences committed by Kosovo Police employees, in order to comply with relevant legislation and best practices.
- To provide technical, tactical and constructive advice and assistance to the PIK investigators and their team leaders in relation to initiating pro-active and re-active operations to reduce and disrupt crime within the Kosovo Police and to provide guidance with complex and diverse enquiries.
- To mentor, monitor, advise and assist the PIK Investigation Department about prevention, detection, documentation and investigation of the criminal offences committed by Kosovo Police employees during the exercise of their official duty or off duty. This includes investigations of high profile disciplinary incidents and disciplinary investigations of police officers having the highest rank within the senior police management level and senior appointed police positions.
- To produce written reports concerning the development of the team leaders and investigators and to make relevant recommendations for further development.
- To liaise with relevant national and international organisations to review current policies and operating principles.
- To undertake any other tasks as required.

### **Job Requirements**

- University degree or equivalent police training and 3 years experience as supervisor/manager of a unit or team within the required field of specialisation.
- A minimum of 15 years of criminal investigation experience, 5 of which in relevant field of specialisation.
- Indicative rank: at least Major or equivalent in a police service.
- Previous International policing experience will be desirable.
- To be in possession of security clearance at the level of EU Confidential.

Title: **Advisor to Kosovo Police Inspectorate Inspection Department (PIK) – EK 0176/2**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III** Level: **2**

He/she reports to the Head of Ministry of Internal Affairs Monitoring Unit, and works in cooperation with the Police Advisor to the Ministry of Internal Affairs.

### **Job Description**

- To advise the Kosovo Police Inspectorate (PIK) Director of the Inspection Department about the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to inspections of the Kosovo Police.
- To advise the PIK Inspection Department about the yearly planning.
- To accompany the PIK on Inspections in order to mentor, monitor, advise and assist the Inspection Team leaders and Inspectors mainly in the following areas:
  - Police Buildings, infrastructure and all related assets;
  - Budget, Finance, Logistics and Procurement management;
  - Vehicle fleet and police equipment management;
  - Human Resources Management;
  - Management of Firearms, ammunition and other equipments;
  - Escort, detention and arrest procedures;
  - Traffic patrol and road safety management;
  - Crime detection, investigation, and case management;
  - Management of Complaints and disciplinary investigations;
  - Border control, protection and migration management;
  - Management of local policing planning, community safety and initiatives of community policing;
  - Management of personal data processing in compliance with the applicable law.
- To mentor, monitor, advise and assist the PIK Inspection Department in writing the inspection reports.
- To produce written reports concerning the development of the team leaders and inspectors and to make relevant recommendations for further development.
- To undertake any other tasks as required.

### **Job Requirements**

- University degree or equivalent police/military training and 3 years experience as supervisor/manager of a unit or team within the required field of specialisation.
- A minimum of 5 years of inspection experience.
- Rank: at least Major or equivalent in a police service.
- Previous International experience will be desirable.
- Supervisory experience in writing Inspection Reports.
- To be in possession of security clearance at the level of EU Confidential.

Police Component

Head of Police Component – Task Force Mitrovica (TFM)

Title: **Organized Crime Investigation Officer (Task Force Mitrovica) – EK 0168**

Employment regime: **Seconded**

Expected Deployment: **3 in May, 1 in June, 3 in July 2012**

Vacancies: **7**

Category: **III** Level: **2**

He/she reports to the Team leader of the Task Force Mitrovica.

**Job Description**

- To perform tasks as required by the Team Leader TFM.
- To evaluate and review the work performed, ensuring compliance with established policies and procedures, including applicable Laws in Kosovo and internationally accepted human rights standards.
- To implement policies and procedures towards the goals and objectives of the unit.
- To prepare the reports in accordance with TFM requirements and guidelines.
- To provide clear and concise reports and information/feedback to the Team leader TFM.
- To conduct and coordinates investigations and other tasks as required in a professional manner.
- To perform any other duties as required by supervisor.

**Job Requirements**

- A university degree in law/police science or equivalent training.
- Advanced skills for investigations and abilities for team work.
- Minimum 5 years of professional experience in investigations related to the post.
- Rank: at least Lieutenant / Inspector or equivalent in a police service.
- Background in intelligence handling and covert measures.
- Experience in working on organised and serious crime cases.
- High motivation and proactive approach.
- To be in possession of security clearance at the level of EU Confidential.
- Staff member will be expected to live in the north.

Title: **Head of Special Police Department – EK0187**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **II**

Level: **1**

He/she reports to the Head of Police Component.

### **Job Description**

- To direct, supervise, coordinate and analyze all activities of the Special Police Department with due regard to the best European Policing standards.
- To act as the representative of the Head of Police Component for contacts with senior government officials of the Ministry of Interior, police officials and other officials dealing with police issues, and articulates Mission policy on special police matters to above mentioned officials.
- To facilitate cooperation of the Department with other EULEX Mission Components as well as international and local counterparts.
- To coordinate different subdivisions of the Special Police Department.
- To organize and coordinate developments within the Kosovo Police (KP) in his field of competence.
- To assist and advise the Head of the Police Component, with the assistance of the appropriate operational and technical staff, on all special police issues.
- To represent the Special Police Department internally within the Police Component and externally with other EULEX Components as well as international and local organizations.
- To lead the process of identifying training needs for the Special Police Department.
- To undertake any other tasks as required by the Head of Police Component.

### **Job Requirements**

- University Degree in Social Sciences, Business Administration, Economy, Law, Public Administration, or equivalent academic or professional training relevant to police upper management level required.
- Rank: Colonel/Chief Superintendent or equivalent
- To have a minimum of 10 years of progressive professional experience in Police Service and as a minimum of 5 years experience at Upper Management with broad professional experience in all aspects of Police management.
- Excellent negotiation and problem-solving skills.
- Proactive approach and ability to lead efficiently a diverse organizational component.
- International experience, particularly in crisis areas with multi-national and international organizations.
- To be in possession of security clearance at the level of EU Secret

Police Component

Police Strengthening Department

**Title: Chief Advisor to Deputy Director General, KP Operations/MMA Programme Development– EK 0190/2**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **II**

Level: **1**

He/she reports to the Head of Police Strengthening Department

**Job Description**

- The incumbent shall devote full attention to MMA Programme Development
- Advise senior KP staff on measures required to act in concordance with the aims and objectives of the EULEX Programme and the Programmatic Approach (as defined by the Programme Office and approved by the Head of Mission) that have been agreed with the KP Director General.
- Advise senior KP staff on the required commitment to the MMA Action Programme, ensuring that it is properly managed and resourced within KP, and that the relevant KP staff act in full compliance with agreed policies and procedures.
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at a strategic level as it regards MMA Programme Development implementation.
- To provide advice on operational police activities that falls within the Kosovo Police (KP) Deputy General Directors portfolio . in line with MMA Programme Development.
- To provide advice on intelligence led policing methods in line with MMA Programme Development.
- To provide technical, tactical and constructive advice in mentoring and monitoring the KP Deputy Director General regarding the planning and preparation of solutions at a strategic level to problems and, in case of need, correct decisions that are strategically flawed in line with MMA Programme Development..
- To assist KP Deputy Director General in developing internal and external professional working relationships across the spectrum of the KP portfolio at a senior management level.
- To facilitate police coordination and information exchange in line with MMA Programme Development..
- To define short, medium and long term strategic objectives, develop associated plans, and monitor and evaluate performance to ensure that KP Staff related objectives are achieved in line with MMA Programme Development.
- On request by the chain of command, to furnish written confirmation on the development of the office of the KP Deputy Director General
- To make relevant recommendations for further development in the area of responsibility of the KP Deputy Director General in line with MMA Programme Development.
- To conduct related tasks required or delegated by the Office of the Head of Police Component
- To undertake any other tasks required on behalf of the Mission management

**Job Requirements**

- Degree or equivalent police training and experience in relevant field of specialisation regarding police operations
- Minimum 8 years of effective and extensive operational police experience desirable
- Indicative rank desired: at least Lt. Col., Superintendent or equivalent
- Have current operational experience of policing at a higher command level.
- Have experience in managing or coordinating financial plans as they relate to police budgets
- Have knowledge of police training and personnel development methods.
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach and motivate staff



- Ability to prioritise and manage a demanding workload
- Previous International policing experience in EU Mission desirable particularly in crisis areas with experience in working with multinational and international organisations
- To be in possession of security clearance at the level of EU Confidential.

Police Component

Police Strengthening Department

Title: **Programme Advisor to the KP ROSU (3 North / 2 South)/MMA Programme Development – EK0198/2**

Employment regime: **Seconded**

Expected Deployment: **1 in May, 1 in July 2012**

Vacancies: **2**

Category: **III** Level: **1**

He/she reports to the Chief Advisor to KP Regional Commander/MMA Programme Development.

**Job Description**

- The incumbent shall devote full attention to MMA Programme Development
- Advise senior KP staff on measures required to act in concordance with the aims and objectives of the EULEX Programme and the Programmatic Approach (as defined by the Programme Office and approved by the Head of Mission) that have been agreed with the KP Director General.
- Advise senior KP staff on the required commitment to the MMA Action Programme, ensuring that it is properly managed and resourced within KP, and that the relevant KP staff act in full compliance with agreed policies and procedures.
- To provide technical, tactical and constructive advice in mentoring and monitoring the planning for pro-active and re-active police operations and, in case of need, correct improper decisions at the Regional level in line with MMA Programme Development.
- To support the development of tactical planning in line with MMA Programme Development.
- To support the development of internal professional working relationships and coordination with neighbouring police units.
- To produce written reports concerning the performance and effectiveness of the ROSU in line with MMA Programme Development.
- To make relevant recommendations for further development of the ROSU in line with MMA Programme Development.
- To monitor the cooperation with other local and international stakeholders operating in the Area of Responsibility in line with MMA Programme Development.
- To support the implementation of the short, medium and long term objectives of the mission and to evaluate the performance of KP ensuring that the objectives are achieved in line with MMA Programme Development.
- To benchmark the evolution of projects in the Area of Responsibility.
- To undertake any other tasks required on behalf of the Mission management.

**Job Requirements**

- University Degree or equivalent police training and experience in relevant field of specialisation.
- Minimum 8 years of effective and extensive operational police experience desirable.
- Previous experience in the area CRC.
- Rank: Captain/Chief inspector or equivalent
- Previous International policing experience in CSDP Mission desirable particularly in crisis areas with experience in working with multinational and international organisations
- Knowledge of and experience in project management will be an asset.

Title: **Chief Advisor, Department of KP Specialized Units/MMA Programme Development– EK 0202**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **II**      Level: **3**

He/she reports to the **Chief Advisor to Assistant Director General, KP Operations/ MMA Programme Development.**

### **Job Description**

- The incumbent shall devote full attention to MMA Programme Development
- Advise senior KP staff on measures required to act in concordance with the aims and objectives of the EULEX Programme and the Programmatic Approach (as defined by the Programme Office and approved by the Head of Mission) that have been agreed with the KP Director General.
- Advise senior KP staff on the required commitment to the MMA Action Programme, ensuring that it is properly managed and resourced within KP, and that the relevant KP staff act in full compliance with agreed policies and procedures.
- To act as a mentor/advisor to Kosovo Police (KP) Head of SU Department in his/her everyday activities and monitor all SU issues relevant to his /her assigned position in line with MMA Programme Development.
- To assist the KP head of SU Department in key area such as finance, human resources, operations, coordination/ support to police functions involving the SU in line with MMA Programme Development.
- To perform managerial skill assessment on regular basis in line with MMA Programme Development.
- To perform managerial skill assessment on regular basis.
- To provide career development advice.
- in line with MMA Programme Development. As senior EU police advisor of all the advisors/monitors appointed in the branch of Specialized Units, to be responsible of all administrative and operational duties related to the personnel assigned to Specialized Units in line with MMA Programme Development.

### **Job Requirements**

- Advanced University degree in Police Science, Law or equivalent law enforcement training.
- Rank: Colonel/Chief Superintendent or equivalent.
- To have a minimum of 10 years of police management experience including at least 5 years in the middle and upper managerial level.
- To have broad operational (supervising) experience in Special Police Units, such as Special Police Operations, Intervention Group, Close Protection Unit, IEOD/EOD, K9, Crowd and Riot Control.
- International experience, particularly in crisis areas with multinational/international organisations.
- Experience in project management (desirable)
- Experience in civilian and military cooperation.
- English language required.
- To be in possession of security clearance at the level of EU Confidential.

Title: **Resource Management Advisor (Mobile Teams) /MMA Programme Development – EK 0244**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III**      Level: **3**

He/she reports to the Chief Advisor to Assistant Director General, Personnel and Training/MMA Programme Development.

### **Job Description**

- The incumbent shall devote full attention to MMA Programme Development
- Advise senior KP staff on measures required to act in concordance with the aims and objectives of the EULEX Programme and the Programmatic Approach (as defined by the Programme Office and approved by the Head of Mission) that have been agreed with the KP Director General.
- Advise senior KP staff on the required commitment to the MMA Action Programme, ensuring that it is properly managed and resourced within KP, and that the relevant KP staff act in full compliance with agreed policies and procedures.
- Works as a member of the MMA Programme Development Pillar Resource Management Mobile Teams which will include travelling within the theatre of operations to advise on or review current KP procedures and providing advice and direction to KP.
- Maintaining statistics, records or other documentation as it relates to PSD Operational MMA/MMA Programme Development and reporting on the status of PSD Operational MMA/MMA Programme Development efforts as required in line with Personnel and Training.
- Liaise with the Kosovo Police on PSD Operational MMA/MMA Programme Development Resource Management, Personnel, and Training issues for any activities within his/her area of responsibility.
- To coordinate with other PSD MMA Programme Development personnel on any operational plans, tasks or functions involving PSD Operational MMA/MMA Programme Personnel and Training Development.
- To coordinate and cooperates with all other sections of Police Strengthening Department (Executive Office, MMA Operations).
- To gather, collect, analyze all the necessary information and to compile the monthly reports according with the mission program and directives as it relates to PSD Operational MMA/MMA Programme Development Personnel and Training.
- Other duties as assigned to include providing aggressive MMA in support of the MMA Programme actions or assigned to special projects and relevant cross cutting issues.
- To liaise with relevant national and international organisations to review current policies and operating principles.
- To undertake any other tasks as required

### **Job Requirements**

- University degree or equivalent police training and experience in relevant field of specialisation.
- Minimum of 5 years of extensive operational police experience within the one of the following fields: Police Administration, Human Resources, Procurement, Fleet Management, It and Comms and/or Budgeting and Finance is highly desired.
- Desired experience in project-development, -implementation as well as utilization in one of the above mentioned fields in accordance with European Union and Kosovo legislation and regulations and project-guidelines.
- Proactive approach, ability to lead and 'get things done'.
- Excellent computer skills both hard- and software related.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of Security Clearance at the level of EU Confidential

**Title: Chief Advisor to Assistant Director General, Personnel and Training/MMA Programme Development – EK0253**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **II**      Level: **2**

He/she reports to the Chief Advisor to Deputy Director General of KP General Resource Management/MMA Programme Development.

### **Job Description**

- To advise, monitor and mentor the KP Assistant Commissioner (ACC) of Administration General Director for Personnel and Training and his Deputy in key areas of all KP Administration related issues in line with MMA Programme Development.
- Advise senior KP staff on measures required to act in concordance with the aims and objectives of the EULEX Programme and the Programmatic Approach (as defined by the Programme Office and approved by the Head of Mission) that have been agreed with the KP Director General.
- Advise senior KP staff on the required commitment to the MMA Action Programme, ensuring that it is properly managed and resourced within KP, and that the relevant KP staff act in full compliance with agreed policies and procedures.
- To guide, advise and monitor the KP ACC Administration Assistant General Director for Administration and Training and his Deputy on further development and implementation of administrative management strategies in line with MMA Programme Development.
- To mentor and advise the KP ACC Administration Assistant General Director for Administration and Training and his Deputy in generating and enhancing strategic orientation for KP Administrative Division and recommendations for the Service as a whole in line with MMA Programme Development.
- To advise and guide the KP ACC Administration Assistant General Director for Administration and Training Pillar concerning further development of KP administrative policies and procedures.
- To advise, assist and mentor the KP Administration Pillar in evaluating, reviewing and refining KP administrative processes to amend process flow.
- To mentor and advise the Pillar in further developing benchmarking and control processes and instruments in line with MMA Programme Development.
- To assist, advise and mentor KP Administration in the development of interworking strategies and relationships to MoI and other administrative/public authorities of Kosovo as well as International counterparts in line with MMA Programme Development.
- To liaise, cooperate and coordinate with other international bodies dealing with monitoring, mentoring and advising of local Public Administration in line with MMA Programme Development.
- To compile and present regular managerial assessment and performance reports of his/her KP counterpart Directorate as well as recommend further training needs.
- To supervise and guide all EULEX IPOs assigned to KP Administration; receive, assess and forward all assessment reports regarding KP Administration.
- To undertake any other tasks as assigned by the Head of the EULEX Police Component/Chief Advisor to KP Deputy Director General/Resource Management/ MMA Programme Development.

### **Job Requirements**

- Advanced Degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training relevant to police upper management level required.
- Rank: minimum LTC/Superintendent or equivalent civil servant position within a Police Service.

- To have a minimum of 10 years of effective and extensive police experience at middle/upper management level with broad professional experience in all aspects of Police management.
- Strategic and creative mindset as well as proven decision making ability.
- Proactive approach and ability to lead.
- International experience preferable, particularly in crisis areas with multi-national and international organisations.
- To be in possession of Security Clearance at the level of EU Confidential.

Title: **Chief Advisor to Directorate of Professional Standards/MMA Programme Development – EK0266**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III**      Level: **1**

He/she reports to the Head of Police Strengthening Department.

### **Job Description**

- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to disciplinary offences.
- Advise senior KP staff on measures required to act in concordance with the aims and objectives of the EULEX Programme and the Programmatic Approach (as defined by the Programme Office and approved by the Head of Mission) that have been agreed with the KP Director General.
- Advise senior KP staff on the required commitment to the MMA Action Programme, ensuring that it is properly managed and resourced within KP, and that the relevant KP staff act in full compliance with agreed policies and procedures.
- To advice, mentor and monitor the KP national staff in relation to reduce disciplinary offences within the KP, and to provide guidance with complex and diverse enquiries.
- To provide assistance and support to the KP/PSU in developing professional working skills.
- To produce precise written reports concerning the progression of investigations and the development of local staff and to make relevant recommendations for further development.
- To liaise with relevant national and international organisations to review current policies and operating principles.
- To ensure that all current policies and directives are communicated to the relevant international staff under his/her supervision.
- To manage the KP/PSU investigators to achieve short, medium and long term objectives, develop associated plans, and monitor and evaluate performance to ensure that KP organisational objectives are achieved.
- To undertake any other tasks required on behalf of the supervisor.

### **Job Requirements**

- Degree or equivalent police training and experience in relevant field of specialisation.
- Minimum of 10 years of extensive operational police experience, two of which will have been as supervisor/manager of a unit or team within the required field of specialisation.
- Rank: Captain/Chief-Inspector or above.
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach.
- Previous International policing experience desirable.
- Supervisory experience of major case handling.
- Ability to work with other national and international organisations.
- To be in possession of security clearance at the level of EU Confidential.

Police Component

Executive Criminal Investigations Department

Title: **Organised Crime Investigation Officer – EK 0311**

Employment regime: **Seconded**

Expected Deployment: **5 in May, 7 in July 2012**

Confirmed vacancies: **11** Pending vacancies: **1**

Category: **III** Level: **2**

He/she reports to the Team leaders of the Organized Crime Investigation Unit (OCIU).

**Job Description**

- To perform tasks as required by the Head of the Organized Crime Investigation Unit (OCIU)
- To evaluate and review the work performed, ensuring compliance with established policies and procedures, including applicable Laws in Kosovo and Internationally accepted human rights standards
- To implement policies and procedures towards the goals and objectives of the unit.
- To prepare the reports in accordance with OCIU requirements and guidelines.
- To provide clear and concise reports and information/feedback to the Head of the OCIU and to the Deputy

**Job Requirements**

- An university degree in law/police science or equivalent training
- Advanced skills for investigations and abilities for team work
- Minimum 10/5 years of professional experience related to the post.
- Rank: at least Lieutenant / Inspector or equivalent in a police service
- Background in intelligence handling and covert measures
- Experience in working on organised and serious crime cases
- To be in possession of security clearance at the level of EU Confidential.



Title: **Lawful Interception /Organised Crime Investigation – EK 0313**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

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

He/she reports to the Head of Organised Crime Investigation Unit (OCIU)..

### **Job Description**

- To perform tasks as required by the Head of the Organised Crime Investigation Unit OCIU.
- To perform day-to day duties in accordance with established policies and procedures, including applicable Laws in Kosovo and internationally accepted human rights standards.
- To implement general guidance's and projects towards the goals and objectives of the OCIU.
- To prepare and ensure that reports are in accordance with EU and OCIU guidelines.
- To provide clear and concise information and feedback to the Head of the OCIU and to the Deputy.
- To support and work alongside with the Investigators of the OCIU.
- To execute Lawful Interception work in accordance with the requirements of the OCIU.
- To provide statistics as required.
- To perform other duties as assigned.
- One of the officers would act as a team leader upon the decision of the head of the unit.

### **Job Requirements**

- University degree or police education and training.
- Special skills in handling and maintenance of telecommunication equipment, special knowledge in interception techniques.
- Substantial and relevant professional experience within the field of lawful intercepts and information dissemination and/or high level criminal investigation skills.
- Sufficient knowledge about maintenance of computers and networking.
- Minimum of 3 years of professional experience related to the post.
- Background in investigations, technical and operational support.
- Experience in working organized crime cases.
- Knowledge of applicable laws and regulations in his domain.
- To be in possession of security clearance at the level of EU Secret

Title: **Surveillance Officer – EK 0314**

Employment regime: **Seconded**

Expected Deployment: **3 in May, 4 in July, 1 in August 2012**

Vacancies: **8**

Category: **III**      Level: **3**

He/she reports to the Chief of Surveillance Unit, Special Police Department (SPD).

### **Job Description**

- To perform tasks as required by the Chief of Surveillance Unit, Special Police Department.
- To perform day-to day duties in accordance with established policies and procedures, including applicable Laws in Kosovo and internationally accepted human rights standards.
- To implement general guidance's and projects towards the goals and objectives of the PD.
- To prepare and ensure that reports are in accordance with EU and Police Component guidelines.
- To provide clear and concise information and feedback to the Head of SPD.
- To coordinate and execute of surveillance and covert measures.
- To performs other duties as assigned.

### **Job Requirements**

- Special skills and experience in handling and maintenance of audio/video and Telecommunication equipments.
- Police Academy and relevant training.
- Special knowledge in surveillance techniques.
- Advanced skills for working independently.
- Minimum 3 years of professional experience related to the post.
- Background in investigations, intelligence handling and covert measures.
- Experience in working with organized crime cases is desirable.
- To be in possession of security clearance at the level of EU Confidential.

Title: **Head of Financial Investigation Unit – EK0316**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **II** Level **3**

He/she reports to the Head of the Executive Criminal Investigations Department:

### **Job Description**

- To provide administrative support and act as principal Advisor to the Head of the Criminal Investigation Department and Financial Investigation Unit (FIU), on all operational matters and administrative matters
- To provide effective management of human, financial and physical resources of the FIU and oversee administrative activities
- To respond to the operational requirements of the Head of the Executive Criminal Investigations Department, FIU, and with other components of the Executive Criminal Investigations Department in ensuring the development, preparation, timely submission and coordination/monitoring of work plans, strategies and programmes for the activities of the FIU
- To establish a set of sound policies, procedures, practices, standards and tools that are consistent with EU policy and practice in order to ensure proper accounting, financial management and control
- To compile and prepare written outputs on political, economical and social issues and developments affecting the economic sector in Kosovo that may impact on the functions and responsibilities of the FIU;
- To monitor the developments of the local legislation and to prepare inputs researches for the future amendments and/or establishing of the new required legislation to improve the work of the financial investigative organisation.
- To carry out other duties in support of the Head of the Executive Criminal Investigations Department in order to consolidate FIU's work with the Mission strategic plans and goals.
- To perform other duties as assigned

### **Job Requirements**

- A University degree and/or an advanced degree in international relations, political science, economics or public administration. Degree or equivalent police training and experience in the field of Financial Investigations.
- A minimum of 5 years of experience in a managerial position and 10 years of overall professional experience.
- Broadly-based exposure to, and familiarity with, public administrative standards and norms. Knowledge of policies and practices within public sector expenditure programmes, especially related to Kosovo.
- Familiarity with the historical, political and cultural situation in the Balkans and awareness of the political sensitivity of the work to be undertaken. Demonstrated organisational, supervisory and interpersonal skills.
- Strong communication, research and analytical skills; ability to analyse and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programmes.
- Ability to coordinate the work of others, work towards deadlines and handle concurrent activities. A demonstrated strong analytical ability to determine multiple options to meet support service requirements and related problems.
- To be in possession of security clearance at the level of EU Secret

Title: **Research Officer for Financial Investigation Unit – EK0318**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category **III**      Level **2**

He/ she reports to the Head of the Financial Investigation Unit (FIU)

**Job Description**

- To maintain background research as tasked, on mission and regional thematic issues in relation to the work of the FIU; undertake substantive research into specific topics using standard research tools; analyse information and consolidate data.
- To research and report on relevant international and local institutions, including governmental bodies and structures, and other publicly-owned and socially-owned enterprises and any commercial and non-commercial organisations deriving all or part of their funding from the Kosovo Consolidated Budget.
- To monitor, analyse and prepare written outputs on political, economical and social issues and developments affecting the economic sector in Kosovo that may impact on the functions and responsibilities of the FIU.
- To conduct additional research as required (in conjunction with the Legal Officer) into the compliance with the relevant codes of practice relating to public expenditure in Kosovo with particular reference to the evolving political and legislative framework in this sector.
- To research and retrieve documents pertaining to international financial procedures and obtain operational and background documents; analyse and present data in various formats (including electronic formats and databases).
- To be the focal point for FIU in the electronic processing and storage of documents collected or produced in the course of the FIU's work, including accountancy, commercial, forensic, police, military, and other investigation reports, and in particular ensure the collection and timely reporting of accurate and comprehensive statistics relating to the activities of FIU.
- To assist the Head of FIU in the coordinating of activities relevant to investigations and the preparation of official reports.
- To participate in the development, implementation and evaluation of casework as necessary, etc; monitor and analyse the development and implementation of the agreed programme outputs; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions.
- To carry out other duties in support of the FIU, as assigned the Head of the FIU; draft and edit correspondence, coordinate public information issues; provide substantive support as required to inter-agency and other meetings, including (as requested) the provision of agenda topics, identifying participants, preparation of documents, presentations, and minutes.
- To perform other duties as assigned

**Job Requirements**

- A University degree and/or an advanced degree in international relations, political science, economics or public administration. Degree or equivalent police training and experience in the field of Financial Investigations.
- A minimum of 5 years of overall professional experience related to the post.
- Experience of academic or professional research into one or more of the above fields. Wide knowledge of research methodologies, and of the retrieval and presentation of data and information (including electronically), or equivalent knowledge of the arrangement and management of academic research or forensic archives.
- Sound analytical and research skills; the ability to evaluate and assess information in various formats and across established disciplines.
- Experience of major case handling.
- Ability to prioritise and manage a demanding workload.
- Ability to work with other national and international organisations
- To be in possession of security clearance at the level of EU Secret

Title: **Investigator, Financial Investigations Unit – EK 0319**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **3**

Category: **III** Level: **2**

He/she reports to the Head of the Financial Investigation Unit (FIU)..

### **Job Description**

- To maintain investigations as tasked, on mission and regional thematic issues in relation to the work of the FIU; undertake substantive investigation measures, investigation information and consolidate data.
- To investigate and report on relevant international and local institutions, including governmental bodies and structures, and other publicly-owned and socially-owned enterprises and any commercial and non-commercial organisations deriving all or part of their funding from the Kosovo Consolidated Budget.
- To monitor, analyse and prepare written outputs on political, economical and social issues and developments affecting the economic sector in Kosovo that may impact on the functions and responsibilities of the FIU.
- To be proactive in the coordination of all information received from the research officer and other institutions. To ensure investigation compliance with the national legislation and international financial procedures and obtain operational and background documents.
- To assist the Deputy Head of FIU in the coordinating of activities relevant to investigations and the preparation of official reports.
- To participate in the development, implementation and evaluation of casework as necessary, etc; monitor and analyse the development and implementation of the agreed programme outputs; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions.
- To provide administrative support to the Deputy Head of FIU, on all operational matters.
- To ensure the appropriate handling of routine, sensitive and investigations documentation; ensure appropriate distribution of documents; monitor status of correspondence requiring action or follow-up.
- Manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- Performs other duties as assigned

### **Job Requirements**

- Degree or equivalent police training and experience in the field of Financial Investigations.
- A minimum of 5 years of professional experience related to the post.
- Broadly-based exposure to, and familiarity with, public administrative standards and norms. Knowledge of policies and practices within public sector expenditure programmes, especially related to Kosovo.
- Familiarity with the historical, political and cultural situation in the Balkans and awareness of the political sensitivity of the work to be undertaken. Demonstrated organisational, supervisory and interpersonal skills.
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.
- To be in possession of security clearance at the level of EU Confidential.

Police Component

Office of the Head of Police Component

Title: **Operational Officer of Multi-Lateral Liaison Office in INTERPOL– EK0323**

Employment regime: **Seconded**

Expected Deployment: **Aug 2012**

Confirmed vacancies: **2** Pending vacancies: **1**

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

He/she reports to the Deputy Head of International Police Cooperation Unit.

**Job Description**

- To maintain cooperation and communication with the competent services of Interpol and Europol.
- To be familiar with all crime functions falling within Interpol and Europol mandates (including Vehicle Crime, Drug trafficking, Crimes against Persons, Financial Crimes, etc.).
- To cooperate with Kosovo Police (KP) offices and all judicial authorities regarding vehicle crime matters.
- To appropriately and efficiently forward all inquiry requests received from Interpol and Europol channels to relevant national authorities in order to make necessary investigations and to ensure appropriate responses are sent.
- To maintain the database associated with requests to and from the Criminal Investigations Department (ECID), Kosovo Police (KP) offices and Interpol, Europol and third countries.
- To guide and advise Kosovo Police (KP) officers within his/her assignment area.
- To manage everyday routine operation and services of the Interpol NCB and future Europol “national contact point”.
- To be proficient with access into the I-24/7 Interpol database and system.
- To perform other duties as assigned.

**Job Requirements**

- Police officer with working experience with Interpol and Europol.
- Minimum of 3/5 years of professional experience related to the post.
- Rank: Senior Police Officer.
- General experience in international police cooperation is desirable.
- Good English language skills are essential. Knowledge of French or Spanish language (Interpol languages) is desirable.
- Good computer skills and experience in file management.
- To be in possession of security clearance at the level of EU Confidential.

Title: **Head of Counter Terrorism Unit – EK 0325/1**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **II**      Level: **3**

He/She reports to the Head of Executive Criminal Investigations Department (ECID).

### **Job Description**

- To provide effective management of human, financial and physical resources of the Counter Terrorism Unit (CTU) and oversee administrative activities.
- To respond to the operational requirements of the Head of Executive Criminal Investigations Department and with other components of the department in ensuring the development, preparation, timely submission and coordination/monitoring of work plans, operations, strategies and programmes for the activities of the CTU.
- To provide clear and concise information and feedback to the Head of Executive Criminal Investigations Department regarding extremist and terrorism activities in Kosovo.
- To ensure the appropriate handling of routine, sensitive and investigations documentation; ensure appropriate distribution of documents; monitor status of correspondence requiring action or follow-up.
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To liaise and ensure proper cooperation and information exchange with the appropriate EULEX units (IPCU, DOC, FIC, EUOCI) and KFOR, and also within regional and international aspects.
- To coordinate the activities within the area of terrorism investigations and operational support via monitoring public sources.
- To represent the Unit in various working groups, meetings and other events.
- To monitor the developments of the local legislation and to prepare inputs researches for the future amendments and/or establishing of the new required legislation to improve the work in the Counter Terrorism Unit.
- To coordinate the performance and the achievement of the investigators and their performed investigation compliance with the legislation.
- To carry out other duties in support of the Head of Executive Criminal Investigations Department in order to consolidate CTU's work with the Mission strategic plans and goals.
- To perform other duties and responsibilities as required by supervisor.

### **Job Requirements**

- An advanced University degree in law/police science
- Rank: at least Lt.Colonel or equivalent in a police service
- Experience of 5 years in leading counter terrorism units or central investigative units and 10 years of overall professional experience.
- Background in investigations, technical and operational support, experience in coordinating complex joint operations including different specialised units.
- Experience in cooperation and liaison with international law enforcement agencies
- Good interpersonal problem-solving skills in order to meet the daily and ever-changing needs and situations within the mission.
- Knowledge of applicable laws and regulations regarding Covert Measures and combating terrorism.
- To be in possession of security clearance at the level of EU Secret

Title: **Deputy Head of EU Office for Criminal Intelligence – EK 0327**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category **III**

Level **1**

He/she reports to the Head of EU Office for Criminal Intelligence

### **Job Description**

- To be responsible for the management of all intelligence related matters at both the strategic and tactical level within the Unit.
- To act as Head of EU Office for Criminal Intelligence in the absence of the Unit Head.
- To assess and review regularly intelligence received, prioritise competing demands and ensure that intelligence for both the Strategic Overview and Intelligence Packages is relevant, timely and of highest quality.
- To develop and cultivate effective working relationships with all relevant agencies and operational units in Kosovo, thus enabling a continuous flow of intelligence supporting the Intelligence Unit aims and objectives.
- To ensure that high grade intelligence / information from a variety of sources is received, developed, analysed and disseminated.
- To ensure that the highest security measures are maintained at all times in respect of Intelligence Unit material.
- To attend meetings and give presentations as required by the Head of Unit.
- To develop, maintain and monitor objectives, activity indicators and performance measures in relation to individuals and where appropriate regional activities.
- To manage the internal Intelligence Unit Tasking and Coordinating process.
- To manage and develop the formulation of the Units objectives and priorities.
- To perform other duties as assigned

### **Job Requirements**

- Minimum of 10 years of professional experience related to the post.
- Rank: Major / Inspector.
- University Degree or relevant Police Professional Qualifications.
- Intelligence or Criminal Investigation background.
- Ability to provide Leadership, guidance and support to Unit staff.
- Ability to make sound and timely decisions.
- Ability to manage staff and other resources of the Unit.
- To be able to analyse complex data. Understanding of all major aspects and field of own profession and legal standards to those areas for which responsible.
- To be in possession of security clearance at the level of EU Secret



Title: **EU Office for Criminal Intelligence Desk Officer / Office Manager – EK0328**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

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

He/she reports to the Deputy Head of EU Office for Criminal Intelligence.

### **Job Description**

- To assist and carry out instructions on behalf of the Head/Deputy Head of the Unit
- To act as the focal point for receiving, developing and disseminating information/ intelligence in accordance with Intelligence Unit policy.
- To maintain records in order to assist in the provision of information management.
- To provide written reports as directed by the Head of Unit.
- To provide quality control and to ensure that it complies with Intelligence Unit policy.
- To be fully up-to-date with all Intelligence subjects relevant to the area of responsibility.
- To ensure that records are maintained in accordance with Intelligence Unit policy and relevant legislation.
- To evaluate information received and compare it to that already recorded.
- To give presentations internally and externally as instructed
- To act as the Office Manager with direct responsibility for the daily operations of the Intelligence Unit and to be the Line Manager for staff in the Research Cell and Analysts.
- To control and monitor shift patterns.
- To be the main point of contact for office logistics and facilities management
- To be responsible for the maintenance of the Intelligence Unit building and to liaise with the necessary contractors.
- To liaise with the relevant staff in the Regional Offices and other organisations to obtain and exchange information / intelligence.
- To maintain and develop a wide range of contacts with individuals and organisations.
- To liaise with and to direct Regional Intelligence Officers.
- To perform other duties as assigned

### **Job Requirements**

- Minimum of 3 years of professional experience related to the post.
- Police Academy and relevant training.
- Rank: Detective Sergeant/ Warrant Officer / Lieutenant.
- Extensive investigative/intelligence related skills.
- Previous office manager/desk officer experience will be an asset.
- Sound understanding of intelligence processes, both tactical and strategic.
- A sound understanding of the recording and dissemination of intelligence process.
- To be in possession of security clearance at the level of EU Secret

Title: **Regional Criminal Intelligence Officer – EK0330**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **2**

Category: **III**      Level: **3**

He/she reports to the Head of EU Office for Criminal Intelligence.

### **Job Description**

- To be a member of the intelligence team operating as a Regional Intelligence Officer in the Intelligence Unit and/or in the field.
- To establish effective liaison structure with all relevant Mission Units to ensure timely exchange of information / intelligence
- To prepare and submit accurate written intelligence reports
- To prepare detailed reports and briefing documents
- To develop case specific intelligence in conjunction with the Analysts.
- To perform other duties as assigned

### **Job Requirements**

- Minimum of 3 years of professional experience related to the post.
- University degree or relevant Police education and training.
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports.
- Rank: Warrant officer or equivalent
- Wide experience within Law Enforcement, especially in an intelligence environment
- Sound understanding of intelligence processes, both tactical and strategic.
- Ability to make sound and timely decisions
- To be in possession of security clearance at the level of EU Secret

Title: **Financial Intelligence Officer – EK0336**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III**      Level: **2**

He/she reports to the Head of EU Office for Criminal Intelligence

### **Job Description**

- To maintain contact with the Banking and Payments Authority of Kosovo, the Financial Investigation Unit, the Financial Information Centre as well as other Units within the Mission and other organisations in order to gather and develop financial intelligence
- To establish effective contacts with all relevant external bodies and Mission Units to ensure timely exchange of information / intelligence
- To prepare and submit accurate written intelligence reports
- To prepare detailed reports and briefing documents
- To develop case specific intelligence in conjunction with the Analysts.
- To perform other duties as assigned

### **Job Requirements**

- A minimum of 5 years of experience related to the post.
- University degree or police education and training.
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports.
- Wide experience in Law Enforcement in an intelligence environment
- Sound understanding of intelligence processes, both tactical and strategic.
- To be in possession of security clearance at the level of EU Secret

Title: **Intelligence Researcher/Database Input Officer – EK0337**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III**      Level: **3**

He/she reports to the Head of EU Office for Criminal Intelligence.

### **Job Description**

- To work with the Desk Office Team in the Intelligence Unit and provide research assistance to the analysts and intelligence officers as well as introducing data material into the intelligence database.
- To research open and internal sources of information and all relevant databases and records.
- To liaise closely with intelligence officers within the Unit and other police officers and departments to encourage the free flow of information.
- To follow Intelligence Unit policy regarding security of information.
- To disseminate current information that may be of operational assistance.
- To perform other duties as assigned

### **Job Requirements**

- A minimum 3 years of professional experience related to the post.
- University degree or police education and training.
- Previous Investigative or Intelligence experience is preferable.
- Ability to make sound and timely decisions related to own duties and those affecting the interests of colleagues and stakeholders.
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports.
- Have sound understanding of intelligence processes.
- To be in possession of security clearance at the level of EU Secret.

Title: **Intelligence Officer, Special Liaison Unit / Intelligence Unit – EK 0339**

Employment regime: **Seconded**

Expected Deployment: **June 2012**

Vacancies: **1**

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

He/she reports to the Head of EU Office for Criminal Intelligence.

### **Job Description**

- To be responsible for intelligence collection, protection analysis and dissemination of intelligence received from a variety of sensitive sources.
- To undertake liaison for the Military, the Law Enforcement and other external parties to ensure intelligence capabilities are maximized in support of the EU Office for Criminal Intelligence objectives.
- To ensure that material generated is handled in accordance with existing procedures and guidelines.
- To brief both internal and external agencies as required.
- To develop and update procedures for the SLU in order to maximize intelligence opportunities for the Unit.
- To provide advice in joint operations with other parties.
- To perform other duties as assigned

### **Job Requirements**

- Minimum 3 years of professional experience related to the post.
- University degree or Police education and relevant training.
- Substantial and relevant professional experience within the field of intelligence gathering and dissemination and/or high level criminal investigation skills.
- Ability to make sensible and timely decisions related to own duties.
- Ability to use technology efficiently.
- Knowledge of Intelligence Agencies and the Military desirable.
- Possess good IT literacy skills.
- Experienced in utilizing material generated from various sensitive source.
- Conversant with methods and techniques for developing intelligence on serious and organised crime.
- To be in possession of security clearance at the level of EU Secret

Title: **Investigator, War Crimes Investigation Unit – EK0347**

Employment regime: **Seconded**

Expected Deployment: **3 in May, 2 in June, 1 in July 2012**

Confirmed vacancies: **5** Pending vacancies: **1**

Category: **III** Level: **2**

He/she reports to the War Crimes Investigation Unit Team Leaders (WCIU) .

### **Job Description**

- To maintain investigations as tasked, to undertake substantive investigation measures, and to consolidate data.
- In consultation with the Judicial and Prosecutors Office, examine all material, prepare, plan, develop, and coordinate activities relevant to investigations, interviewing of victims and witnesses and the arrest of alleged perpetrators and the gathering of evidence. When required attend Crimes Scenes and Exhumation Sites. Preparation of official reports and Prosecution Investigation Files.
- To assist the Deputy Head of WCIU in the coordinating of activities relevant to investigations and the preparation of official reports.
- To maintain close liaison with Judicial and Prosecutors Departments in respect to all aspects of investigations undertaken.
- To maintain liaison with all relevant National and International Organizations and Agencies as directed by the Head of War Crimes Investigation Unit.
- To participate in the development, implementation and evaluation of casework as necessary, etc; monitor and analyze the development and implementation of the agreed programme outputs; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions.
- To provide administrative support to the Deputy Head of WCIU, on all operational matters.
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents.
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To perform other duties in support of the WCIU, as assigned by the Deputy Head of the WCIU.

### **Job Requirements**

- Degree in law or equivalent police training and experience in the field of War Crime Investigations/Criminal Investigations/ICTY investigations.
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.
- A minimum of 5/3 years of professional experience Related to the post.
- Substantial and relevant professional experience within the field of War Crimes Investigations and/or high level criminal investigation skills. Knowledge and competency in attendance at Crimes Scenes and the gathering, handling and retention of evidence and exhibits.
- Ability to make sensible and timely decisions related to own duties, possess good IT literacy skills.
- Experienced in utilizing material generated from various open source.
- To be in possession of security clearance at the level of EU Secret.

Police Component

Special Police Department - Operation Cell

Title: **Chief of Operation Cell, SPD – EK0357**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III** Level: **1**

He/she reports to the Chief of Staff, SPD.

**Job Description**

- To manage and coordinate the daily work of the Operation Cell.
- To gather, elaborate and forward all the Operational Orders through the chain of Command
- To write orders about operative problem solving;
- To take care of “Weekly Planning” writing;
- To check action during operation running;
- To plan and coordinate all the training activities of the Special Police Department;
- To prepare briefings about Operation and Training;
- To collect SOP;
- To plan and coordinate all the training activities of the Special Police Department;
- To keep all the ordinary publications listed in a provided load-register; taking also care of permanent or temporary allocation of above mentioned publications to requesting offices;
- To perform any other related tasks as required by the Chief of Staff.

**Job Requirements**

- Degree or equivalent in Police School, Military Academy;
- Rank: Major/Captain or equivalent;
- To have a minimum of 10 years of progressive professional experience in Police Service;
- Good attitude in international staff working area;
- Previous experiences in the area of Operations;
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of Security Clearance at the level of EU Secret

Police Component

Special Police Department - Logistic Support

Title: **Medic – EK 0382**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **2**

Category: **IV**

He/she reports to the Base Doctor.

**Job Description**

- To carry out the first aid in case of need, until a doctors support is available.
- To cooperate in the ordinary prophylaxis activity carried out by the medical section.
- To guarantee prompt reactivity in emergency situations in and out of base as well as availability to work in shifts over 24 hours.
- To ensure medical backup / first aid during police operation or activities, having a certain margin of danger.
- To organize and conduct CPR / First Aid training for Special Police Department.
- To be in close cooperation with other medical teams in SPD / FPU and with EULEX Medical Unit.

**Job Requirements**

- Qualified Registered Nurse.
- Knowledge and hands on experience in emergency / ambulance nursing essential. At least 5 years experience in the application of nursing skill in a pre-hospital environment.
- Extensive knowledge and experience of first aid techniques.
- Excellent spoken and written command of the English language essential.
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access).
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Punctuality; commitment to quality, ability to perform under stress; attention to detail; solid work ethics; willingness to work flexible working hours.
- Ability to prioritize and manage a high workload exceptionally.
- Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity. Absolute discretion and trustworthiness.



Title: **Chief of Security and Intervention Unit/Intervention Group (SIU/IG) – EK 0411**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **III**      Level: **1**

He/she reports to the Security and Intervention Unit (SIU) Commander.

### **Job Description**

- To manage all the mission's Intervention Group aspects under the direction of the **Security and Intervention** (SIU) Commander and SIU Deputy Commander supervision.
- To provide advice to the SIU Commander in Intervention and special police operations related matters
- To be responsible for operation plans and preparation.
- To command all Intervention Group (IG) elements in IG and Special Police Operations.
- To supervise the work of all IG elements and ensure that planning and execution of operations are adequate.
- To ensure a correct management of IG staff, training activities, operations and EULEX mission absence policy according to operational needs.
- To aid in the development of IG policies and procedures ensuring they are followed and updated or amended when necessary.
- To provide comprehensive procedural documents with respect to IG activities.
- To maintain a high operational effectiveness of IG members.
- To organise and conduct regular inspection of all IG equipment, its maintenance and replacement.
- To coordinate IG/Special Police Operations with all relevant security agencies.
- To develop professional contacts with the local police, military and security managers of other international organizations.
- To ensure the requirement of staff discipline and behaviour are adhered to.
- To undertake any other tasks required by the SIU Commander.

### **Job Requirements**

- Graduate of a police or military academy with a rank of Captain or equivalent.
- To have a minimum of 5 years experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit.
- To possess a past experience of Intervention Group management with demonstrated ability in providing effective operational planning and in the development of Intervention procedures.
- Prior mission experience with an international organisation is desirable
- To be certified in the use of the weapons required to perform the role.
- Good knowledge of the Balkan area and specifically of Kosovo is desirable.
- English language fluent
- To be in possession of security clearance at the level of EU Secret.

Title: **Chief of Close Protection Unit, Security and Intervention Unit /Close Protection Unit SIU/CPU – EK 0424**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category **III** Level **1**

He/she reports to the Security and Intervention Units Commander.

### **Job Description**

- To manage all the mission's close protection aspects under the direction of **Security and Intervention Unit /Intervention Group** (SIU/IG) commander and SIU/IG deputy commander supervision.
- To be responsible for in-depth planning and execution of close protection operations.
- To ensure a correct management of Close Protection Unit (CPU) staff, training activities and operational planning according to Close Protection Unit needs.
- To aid in the development of CPU policies and procedures ensuring they are followed and updated or amended when necessary.
- To provide comprehensive procedural documents with respect to CPU activities.
- To maintain a high operational effectiveness of all CPU personnel.
- To organise and conduct regular inspection of all CPU equipment, its maintenance and replacement.
- To coordinate Close protection operations with all relevant security agencies.
- To develop professional contacts with the local police, military and security managers of other international organizations.
- To liaise with civilian and military organisations for an assessment of current and possible future threats.
- To undertake any other tasks required by the SIU/IG Commander.

### **Job Requirements**

- Graduate of a police or military academy with a rank of Captain or equivalent.
- To have a minimum of 5 years experience working in a Close Protection Unit.
- To possess a past experience of Close Protection Unit management with demonstrated ability in providing effective operational planning and in the development of CPU procedures.
- Prior mission experience with an international organisation is desirable
- Good knowledge of the Balkan area and specifically of Kosovo is desirable
- English language required
- To be in possession of Security Clearance at the level of EU Secret

Title: **Close Protection Unit Security Officer, Security and Intervention Unit /Close Protection Unit (SIU/CPU) – EK 0427**

Employment regime: **Seconded**

Expected Deployment: **12 in May, 2 in July 2012**

Confirmed vacancies: **13** Pending vacancies: **1**

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

He/she reports to his respective Close Protection Unit (CPU) Team leader.

### **Job Description**

- To be responsible for the protection of persons under the supervision and direction of the Close Protection Unit (CPU) Team Leaders.
- To coordinate protection operations within a team with other security officers and with all relevant parties as required.
- To work efficiently with other colleagues of the CPU to achieve units goals.
- To remain with the protected person and keep a high level of vigilance at any time in the event of any risk, threat or attack.
- To be able to assess a situation under stress pressure and to react accordingly for protection of persons always respecting prescribed laws and regulations.
- To behave in a professional manner at all times having a clean appearance and adapted manner in keeping with close protection work.
- To undertake any other tasks required by the SIU Commander.

### **Job Requirements**

- Rank: Warrant officer or police officer to be member of a Close Protection Team (48).
- To have a minimum of 5 years experience working in a Close Protection Unit.
- To have good technical skills regarding communications, weapons, driving techniques and knowledge of specific devices encountered in close protection operations.
- To be certified in the use of the weapons required to perform the role.
- Driving license C is desirable.

## Justice Component

### Kosovo Prosecutorial Council (KPC)

Title: **Advisor to the Kosovo Prosecutorial Council – EK 0513**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **II**

Level: **3**

He/she reports to the Head of Justice Component.

#### Job Description

- To monitor, mentor and advise the organs of the KPC with regard to the best fulfilment of its tasks and competencies, such as ensuring an independent, professional and impartial prosecution system, overseeing the administration of the prosecution offices and its personnel, recruitment and promotion of prosecutors, including disciplinary matters, and training of prosecutors.
- To provide advice in relation to the management of the prosecution offices, including on issues concerning the Case Management Information System;
- To report to the Head of the Justice and the Chief EULEX Prosecutor and consult with the President of the Assembly of EULEX Judges, when appropriate, about activities and plans of the KPC and its organs.

#### Job Requirements

- University degree in Law.
- At least 10 years of professional experience in the field of the administration of justice and/or court management.
- Experience in prosecutorial work preferred.
- To be in possession of security clearance at the level of EU Confidential.

Title: **Vice-President of the Assembly of EULEX Judges – EK 0517/1**

Employment regime: **Seconded**

Expected Deployment: **May 2012**

Vacancies: **1**

Category: **II**      Level: **1**

He/she reports to the President of the Assembly of EULEX Judges, being fully independent in the exercise of judicial functions.

### **Job Description**

- To substitute the President of the Assembly of EULEX Judges in case of absence or impediment.
- To assist the President of the Assembly in directing and supervising administrative activities related to EULEX Judges.
- To receive and carry out any specific duties/functions delegated to him/her by the President of the Assembly (e.g. as member of Selection Panels for Judges; MMA support, field visits; liaison with KJC; coordination with USAID).
- To represent the EULEX Judges in public and coordinate the public appearance of the EULEX Judges, in agreement with the President of EULEX Judges. To represent the Assembly of EULEX Judges in other bodies as foreseen in the applicable law.
- To participate in mixed panels with Kosovo judges in the adjudication of criminal cases which fall under the competences of the Supreme Court (appeals against judgments, interlocutory appeals, requests for protection of legality)
- To monitor and mentor the professional performance of Kosovo judges at the Supreme Court through joint work
- To hold regular peer discussions with regard to all aspects of judicial functions

### **Job Requirements**

- At least 10 years of professional experience as judge, preferably also in higher/appeals courts.
- Extended experience in court management.
- Substantial international mission experience.
- To be in possession of security clearance at the level of EU Secret.