

# EUROPEAN EXTERNAL ACTION SERVICE



## ANNEX I

### Corrigendum I to the 1-2013 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 by an EU Institution / Contracted* Employment regime is indicated in each job description
<b>Job Titles/Vacancy Notice:</b>	Please refer to the job descriptions
<b>Deadline for applications:</b>	<b>1 March 2013</b> except: EK 10016 Senior Auditor . The deadline for this position is extended until <b><u>15 March 2013.</u></b>

<b>Job Titles/Vacancy Notice:</b>	<u>Seconded/Contracted</u>					
	<i>Ref.</i>	<i>Name of the post</i>	<i>Pending*</i>	<i>Confirmed Vacancies</i>	<i>Total Vacancies</i>	<i>Available on</i>
	EK 10016	Senior Auditor	0	1	1	May-13
	EK 10034	Air Operations Manager	0	1	1	Jun-13
	EK 10038	Situation Centre Operations Officer	0	2	2	1 in Jun, 1 in Jul-13
	EK 10042	Spokesperson	0	1	0	April-13
	EK 10068	Human Rights Officer	0	2	2	1 in May, 1 in Aug-2013
	EK 10070	Legislative Expert in the Ministry of Internal Affairs	0	1	1	May-13
	EK 10072	Head of Press and Public Information Office	0	1	1	May-13
	EK 10087	Legal Officer to the Kosovo Property Claims Commission	0	1	1	May-13

\* International staff contracted by the Head of Mission

\* Pending the approval of the planning documents or the tour of duty extension

	EK 10092	Prosecutor	0	3	3	May-13
	EK 10093	Legal Officer	0	3	3	May-13
	EK 10098	Forensic Doctor	0	1	1	May-13
	EK 10124	War Crimes Investigator (Special Investigative Task Force)	0	1	1	May-13
	EK 10128	Legal Officer	0	1	1	May-13
	EK 10136	Analyst – Prosecutorial Operations (Special Investigative Task Force)	0	1	1	May-13
	EK 10145	Appeals Judge for KPA Appeals	0	1	1	May-13
	EK 10146	Criminal Judge at Supreme Court/Appellate Court	0	1	1	May-13
	EK 10147	Judge in Special Chamber of the Supreme Court (privatisation matters)	1	2	3	1 in May 1 in Jul, 1 in Aug-13
	EK 10149	Criminal Judge at Mitrovica (Basic) Court level	0	1	1	May-13
	EK 10150	Legal Officer at the Supreme Court /Appellate Court	0	3	3	May-13
	EK 10153	Legal Officer at Mitrovica Court Level	0	1	1	May-13
	EK 10154	Legal Officer at Mobile Unit for Basic Court level	0	1	1	May-13
	EK 10155	Criminal Judge at Mobile Unit for Basic Court level	1	1	2	1 in May, 1 in Aug-13
	EK 10156	Civil Judge at Mobile Unit for Basic Court level	0	1	1	May-13
	EK 10181	Intelligence Researcher/Database Input Officer	0	1	1	Aug-13
	EK 10194	Customs Officer	0	10	10	May-13
	EK 10216	Lawful Interception / Organised Crime Investigations Officer	0	1	1	Jun-13
	EK 10217	Information Technology Forensic Investigations and Technical Support Officer	0	1	1	May-13

EK 10291	Civil Registration Database Expert	0	1	1	May-13
EK 10295	Kosovo Judicial Council Advisor	0	2	2	Jul-13
EK 10296	Kosovo Prosecutorial Council Advisor	0	1	1	May-13
EK 10304	Audit Advisor (Correctional Unit)	0	1	1	May-13
EK 10305	Correctional Mobile Monitor	0	3	3	May-13
EK 10395	Chief of Medical Unit	0	1	1	May-13
EK 10411	Weapon/Firearm Instructor	0	1	1	May-13
EK 10421	Chief Transport Unit	0	1	1	May-13
EK 10445	Chief Software Development Unit	0	1	1	May-13
EK 10477	Chief Close Protection Unit	0	1	1	May-13
EK 10478	Close Protection Team Leader (SSD)	0	1	1	May-13
EK 10480	Close Protection Officer (SSD)	0	1	1	May-13
EK 10482	Mission Security Officer	1	0	1	May-13

<b><u>Seconded</u></b>					
<i>Ref.</i>	<i>Name of the post</i>	<i>Pending*</i>	<i>Confirmed Vacancies</i>	<i>Total Vacancies</i>	<i>Available on</i>
EK 10014	Chief of Internal Investigations Unit	0	1	1	May-13
EK 10015	Internal Investigations Officer	1	0	1	Aug-13
EK 10039	SITCEN Police Operator	1	0	1	Aug-13
EK 10044	Head of Planning, Coordination and Compliance Office	0	1	1	May-13
EK 10057	Deputy Head of Political/Reporting Office	0	1	1	May-13
EK 10103	Organised Crime Investigations Officer (MTF)	0	5	5	4 in May, 1 in Jun-13
EK 10111	Operations Officer of International Police Cooperation Unit	0	3	3	2 in May, 1 in Aug-13
EK 10160	Deputy Head of Executive Division (Police)	0	1	1	Jul-13
EK 10163	Liaison/Coordination Officer	0	3	3	1 in Aug, 2 in May-13

	EK 10164	Special Assistant to Deputy Head of Executive Division (Police)	0	1	1	Aug-13
	EK 10171	Deputy Head of EU Office for Criminal Intelligence	0	1	1	Jun-13
	EK 10174	Regional Criminal Intelligence Officer	0	2	2	1 in Jun, 1 in Aug-13
	EK 10175	Chief EU Office for Criminal Intelligence Analyst	0	1	1	Aug-13
	EK 10183	Intelligence Officer, Special Liaison Unit	1	1	2	1 in May, 1 in Jun-13
	EK 10195	Border Police Officer	0	3	3	May-13
	EK 10196	Team Leader - Mobile Team	0	1	1	May-13
	EK 10198	Border Police Officer - Mobile Team	0	4	4	May-13
	EK 10212	Deputy Chief of Organised Crime Investigation Unit	0	1	1	May-13
	EK 10213	Organised Crime Investigation Team Leader	0	1	1	Aug-13
	EK 10214	Organised Crime Investigation Officer	2	5	7	2 in May, 4 in Jul, 1 in Aug-13
	EK 10223	War Crimes Investigation Team Leader	0	2	2	1 in May, 1 in Jul-13
	EK 10224	Investigator of the War Crimes Investigation Team	0	3	3	2 in Jul, 1 in Aug-13
	EK 10226	Surveillance Officer	0	4	4	3 in May, 1 in Jul-13
	EK 10237	Chief Information Management Cell	0	1	1	May-13
	EK 10239	Chief of Logistics Cell	0	1	1	May-13
	EK 10242	Supply, Services & Inventory Officer	0	1	1	May-13
	EK 10243	Transport/Armourer	0	1	1	Jun-13
	EK 10244	Chief of Operation Cell	0	1	1	Jun-13
	EK 10245	Operations Officer	0	2	2	Aug-13
	EK 10247	Training Officer	0	1	1	Aug-13

	EK 10252	Head of Supplementary Police Unit (SPU)	0	1	1	Jul-13
	EK 10253	Supplementary Police Unit Platoon Commander (SPU)	0	1	1	Jul-13
	EK 10254	Supplementary Police Unit Officer (SPU)	0	5	5	ASAP
	EK 10257	Breacher Specialist	0	1	1	May-13
	EK 10258	Technical Support Operator	0	1	1	May-13
	EK 10262	SWAT Operator	0	5	5	4 in May, 1 in Aug-13
	EK 10264	Marksman	0	1	1	May-13
	EK 10267	Close Protection Officer (SPD)	0	3	3	2 in Jun, 1 in Jul-13
	EK 1029 2	Migration Advisor	0	2	2	May-13
	EK 10319	Professional Standard Unit Officer	0	1	1	May-13
	EK 10326	Advisor to the Directorate for Major Crimes investigations	1	0	1	May-13
	EK 10331	Advisor to Directorate for Trafficking Human Beings Investigation	0	1	1	Aug-13
	EK 10334	Regional Advisor (Regional Advisory Unit)	0	1	1	Aug-13
	EK 10335	Mobile Advisor (Regional Advisory Unit)	0	5	5	2 in May, 3 in Jun-13
	EK 10336	Advisor to Deputy Director General General Resources Management	0	1	1	Jun-13
	EK 10340	Analyst (FIU)	0	1	1	May-13
	EK 10343	Station Advisor (Mitrovica Region)	0	1	1	May-13
	EK 10355	Customs Investigations Advisor	0	1	1	Jun-13
	EK 10363	Border Police Monitor (to Airport Document Unit)	0	1	1	May-13
	EK 10364	Border Police Monitor (to Airport Investigation/Intelligence)	0	1	1	May-13

	EK 10365	Border Police Monitor (to Airport KP Arrival & Departure Section)	0	1	1	May-13
	EK 10409	Chief HR Training and Development	0	1	1	May-13

<b>How to apply:</b>	<p><b>For seconded candidates:</b></p> <p>Interested candidates should use the standard application form (Annex II), in which they can list up to 3 positions and rank them in order of priority. <b>It is essential that both the job title AND the corresponding reference number are clearly marked in the form.</b> No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex II to the following email only, and not any other addresses:</p> <p><b>Civilian Planning &amp; Conduct Capability (CPCC)</b>  <b>E-mail: <a href="mailto:cpcc-kosovoforgen@consilium.europa.eu">cpcc-kosovoforgen@consilium.europa.eu</a></b></p> <p><b>For contracted candidates:</b></p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use exclusively the online application form, posted in <a href="http://internationalrecruitment.eulex-kosovo.eu">http://internationalrecruitment.eulex-kosovo.eu</a></p> <p><b>No applications using the Annex II will be accepted.</b> Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt. Only one application form per candidate will be accepted</p> <p><b>General aspects:</b></p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority.  No further documentation besides the standard application form is necessary.</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:</p> <p>For questions from national authorities:</p> <p>EULEX KOSOVO  Attn. Ms. Antigone Marana  Tel: +32 (0)2 584 ext. 2630  Antigone.MARANA@ext.eeas.europa.eu</p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources  Tel: +381 38 78 ext. 8878, 6846, 6337  <a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></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).

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

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

#### **A. Essential requirements**

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

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

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

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

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

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

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

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

**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://webgate.ec.europa.eu/eeas/ehest/login/signup.php> or equivalent.

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) 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 EEAS 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 EEAS does not have a full security agreement but an agreement exists relating to the participation/contribution of that third State which expressly addresses the obligations of that country towards the handling of EUCI.

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

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



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

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

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

**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.

## 1-2013 EULEX KOSOVO Call for Contributions

### JOB DESCRIPTIONS

Head of Mission Office

Audit Unit

Title: **Senior Auditor – EK 10016**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support - Management Level**

Vacancies: 1

The Senior Auditor reports directly to the Head of Mission.

#### 1. Main tasks and responsibilities:

- To lead a small Audit Team in charge of planning and conducting financial, systems and performance audit controls;
- To develop a risk-based audit programme for validation by the Mission's management;
- To assure effective management of the audit activities;
- To plan appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- To operate in accordance with relevant provisions, in particular with internationally established professional internal auditing standards and best practices;
- To prepare high quality audit reports presenting the findings and recommendations;
- To obtain feedback from auditees on the conduct of the audit;
- To recommend corrective actions to the Mission's management and to follow up and review corrective actions taken by management;
- To provide advice and guidance to the Head of Mission and the Head of Mission Support in order to improve compliance with internal control standards;
- To establish a risk-based ex post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines;
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To ascertain the nature of a process, identify key control points and evaluate their efficiency and effectiveness;
- To identify and map risks; to design and establish risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To examine the reliability and integrity of information systems;
- To liaise with the European Commission as appropriate;
- To undertake any other related tasks as requested by the Head of Mission.

#### 2. Qualifications and experience:

##### Essential

- Successful completion of a full course of university studies attested by a degree in Audit, Economics, Finance or Accounting, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least fifteen (15) years of relevant and proven full-time professional experience in the fields of Audit, Finance or Accounting is required.

##### Specification of experience

- At least ten (10) years of experience as Auditor in a public administration or in an internationally recognised audit firm;
- Proven Audit management experience, in particular to develop and implement a risk-based audit programme;

- Very good sense of organisation, priority-setting and ability to react quickly to new demands;
- Capacity to lead a small team;
- Excellent analytical, research and problem-solving skills;
- Highly motivated, discreet and dynamic candidate;
- Excellent drafting skills;
- Capacity to produce audit reports with a real added value, notably in the quality of the recommendations;
- Good knowledge of EC Financial Regulation and audit practices;
- Knowledge and experience working with computerised financial systems in the area of accounting or financial management and with Audit management software.

#### **Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

#### **Advantageous**

- Member of a corps or body within EU member states public institutions having attributed functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent;
- Previous experience in EU Institutions;
- Experience in setting up an internal audit capability in a big and complex organisation;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Title: **Air Operations Manager – EK 10034**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Management level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Air Operations Manager reports to the Chief of Staff/Deputy Chief of Staff.

## **1. Main tasks and responsibilities**

- To advise in all matters related to Air Operations and Helicopter Support for the Mission;
- To monitor all helicopter activities of the Mission;
- To supervise the Helicopter Operations Coordinator and personnel of helicopter service contractor including HEMS personnel, also acting as Project Manager of the relevant budget;
- To develop and maintain standard operating procedures regarding the usage and handling of mission helicopter assets;
- To develop comprehensive policies for the mission regarding all helicopter operations;
- To manage and supervise the use of the mission helicopter assets in accordance with relevant policies and standard operating procedures;
- To support the Head of Mission Support Department in matters regarding the procurement of the outsourcing of helicopter services and on the implementation of the contracts;
- To provide technical advice on operational issues on contractual obligations regarding international civil aviation regulation;
- To ensure timely and accurate reporting on the use of mission helicopter assets;
- To ensure the updating of the Helicopter Landing Sites Directory (HLS-Dir);
- To liaise and establish coordination with the civilian aviation authorities of Kosovo and countries of the regions as well as to KFOR and other military authorities;
- To undertake any other related tasks as required by the Chief of Staff/Deputy Chief of Staff.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Business Administration, Business Management, Aeronautical Science or related civil aviation studies, where the normal duration of education in the country awarded is three (3) years or more and after having obtained the degree at least nine (9) years of relevant full time professional experience in the field of aviation;

OR

- Successful completion of a full course at Civil Aviation or Military/Police academy with specialized training in the field of Air Operations, Aircraft Dispatch, Air Traffic Control, Aviation Maintenance, Aviation Security or Airport Operations with a duration of three (3) years or more and after having obtained the degree at least nine (9) years of relevant and proven full-time experience.
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### **Specification of Experience**

- Excellent analytical, organisational, planning and time-management skills;
- Ability to perform under stress and difficult circumstances;
- International operational experience in Air Operations, particularly in crisis areas.

### **Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for candidate from Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of Albanian and/or Serbian language

Title: **Situation Centre Operations Officer – EK 10038**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management level**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Situation Centre Operations Officer reports to the Head/Deputy Head of the EULEX Situation Centre.

## **1. Main tasks and responsibilities**

- To monitor all Mission 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 maintain the SITCEN maps and visual aides, as appropriate;
- 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. To 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 security situation in the mission area, with specific reference to the safety of staff members;
- 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;
- To undertake any other related tasks as requested by the Head of the EULEX Situation Centre.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in a field related to Security or Emergency Management, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

### **OR**

- Successful completion of a full course of university studies attested by a degree in a field related to Security or Emergency Management, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience.

### **OR**

- Successful completion of a full course in Police/Military Academy or civilian security organisation with duration of three (3) years or more and at least six (6) years of relevant and proven full-time professional experience.

**Specification of experience**

- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Experience in planning and implementing projects;
- Excellent analytical, organisational, planning, and time-management skills;
- Relevant experience in handling EU classified information.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous**

- 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Spokesperson – EK 10042**

Grading category for contracted personnel: **Mission Support Staff - Management level**

Employment regime: **Seconded/Contracted**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Spokesperson reports to the Lead Prosecutor.

## **1. Main tasks and responsibilities**

- To act as the Spokesperson of the Special Investigative Task Force (SITF);
- To be the main focal point for all public relations in regards to the work of the SITF;
- To advise the Lead Prosecutor on all communication matters;
- To draft and implement a communication strategy for the SITF;
- To accompany the Lead Prosecutor as necessary on official visits;
- To draft press releases, articles and other relevant material;
- To organise media events for the Lead Prosecutor and the SITF in general;
- To liaise with the relevant EEAS services, in particular the HR Spokesperson, CPCC and the geographical desk, as well as the Mission's Press and Public Information Office, and forward information on Brussels discussions and timetables that could impact on the SITF objectives;
- To monitor and analyse media reporting on all matters pertaining to the SITF and suggest strategies;
- To contribute to monitor global diplomatic and political events that may impact on the political situation in the Balkans and in Kosovo, and on the SITF's work in particular, notably through monitoring the media and political landscape in Kosovo, Serbia and Albania;
- To assist in maintaining close relationship with relevant diplomatic representatives and international media in Brussels with regard to matters pertaining to the SITF;
- To undertake any other related tasks as requested by the Lead Prosecutor.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in International Relations, Media, Diplomacy, Political Science, Law or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least seven (7) years of relevant and proven full-time professional experience;

### **OR**

- Successful completion of a full course of university studies attested by a degree in International Relations, Media, Diplomacy, Political Science, Law or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eight (8) years of relevant and proven full-time professional experience.

### **Specification of Experience**

- Extensive experience in press work;
- International experience preferable, particularly in crisis area with multi-national and international organisations, ideally in a Spokesperson position;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Excellent drafting skills.



**Personnel Security Clearance**

- To be in a possession of Personal Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Knowledge and experience of relevant processes and procedures of the European Union institutions;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Experience in working with the military, police, judiciary, prosecution authorities and courts of justice.

Title: **Human Rights Officer – EK 10068**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management level**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Human Rights Officer reports to the Head of Human Rights and Legal Office through the Deputy Head of Human Rights and Legal Office.

## **1. Main tasks and responsibilities**

- To contribute on the policy level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular in the field of accountability and human rights standards;
- To support the Head of Office in acting as focal point for all human rights matters relating to the Mission;
- To prepare legal advice and assistance on human rights questions related to of Mission policies and operations;
- To support, on behalf of the Head of the Human Rights and Legal Office, Heads of Division in translating the benchmarks and objectives of the MIP into their work, in particular in the field of accountability and human rights;
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to international human rights law and human rights issues;
- To advise the Head of Office and Heads of Division, as appropriate, on the applicable law and the international human rights instruments and principles;
- To establish professional working relationship with Kosovo Government, NGOs, civil society, relevant local and international authorities and organisations dealing with human rights;
- To propose assistance, where necessary, to Kosovo institutions for proper implementation of international and national documents in the area of human rights;
- To analyse the human rights situation (legal and institutional) in Kosovo and identify possible areas of improvement;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To assist the Head of Office in facilitating the work of the Human Rights Review Panel (HRRP) for EULEX Kosovo;
- To undertake any other related tasks as requested by the Head and Deputy Head of Human Rights and Legal Office.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

### **OR**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience.

### **Specification of experience**

- Other or additional completion of examinations and professional experience in human rights;
- Excellent knowledge of international and regional human rights instruments and institutional mandates such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Experience in legal research and analysis paired with excellent legal drafting skills;

- Experience in working with the judiciary and/or law enforcement agencies from a human rights perspective;
- Experience in case work/processing and complaints handling.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Legislative Expert in the Ministry of Internal Affairs – EK 10070**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Legislative Expert in the Ministry of Internal Affairs reports to the Head of Human Rights and Legal Office.

## **1. Main tasks and responsibilities**

- To contribute in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA), including in the implementation of the EU facilitated Belgrade-Pristina dialogue;
- To support the Head of Office in coordinating the Mission's efforts in monitoring, mentoring and advising the drafting process of the relevant local legislation;
- To provide expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on fighting political interference in line with planning documents and in close coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To draft legislation, participate in legislative working groups on behalf of the Mission and prepare legal opinions, including on applicable international and European legal standards and EU best practices;
- To maintain contacts with Kosovo law making bodies, including judiciary in order to be aware of new developments in legislative and law implementation area;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate with relevant units and departments in the Mission, in particular the Ministry of Internal Affairs Advisory Unit;
- To coordinate, on the appropriate level, with other international stakeholders;
- To undertake any other related tasks as requested by the Head and Deputy Head of Human Rights and Legal Office.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience.

### **Specification of experience**

- Legal experience in a European legal system or International Organization in the field of internal affairs, police, civil registry or any other relevant related field;
- Excellent legislation drafting skills.

### **Personnel Security Clearance**

- No Personnel Security Clearance is needed

### **Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Experience in the area of international legal cooperation.

Title: **Head of Press and Public Information Office (PPIO) – EK 10072**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: Expert

Confirmed Vacancies: 1 Pending Vacancies: 0

The Head of PPIO reports to the Chief of Staff/Deputy Chief of Staff.

## **1. Main tasks and responsibilities**

- To manage and supervise the Press and Public Information Office (PPIO);
- To contribute on the policy level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To act as the Mission's Chief Spokesperson;
- To manage the institutional image of EULEX proficiently, providing relevant advice and guidance;
- To manage the Mission's internal and external communication pro-actively including through press conferences, background briefings, press releases, interviews, website, intranet, social media etc.;
- To write on behalf of the HoM and other senior mission staff articles, interviews, op-eds, commentaries and place them in opinion forming media;
- To pitch stories about EULEX to the media;
- To produce image films and video footage for the free of charge use of the media and place it in TV programmes during prime time;
- To create and promote media campaigns and public outreach in support of a positive public image of EULEX;
- To establish a network with journalists and editor's in chief of key media;
- To contribute to the Mission's efforts to support local rule of law institutions in their PR work;
- To analyse the public impact of the effectiveness of activities;
- To be responsible for the production of the daily media monitoring and its dissemination internally through the structure, jointly with the EUSR;
- To publish a corporate magazine;
- To undertake any other related tasks as requested by the Chief of Staff/Deputy Chief of Staff.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

### **OR**

- Successful completion of a full course of university studies attested by a degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time professional experience.

### **Specification of experience**

- At least five (5) years of management experience;
- Sound knowledge of and experience with strategic communication issues and running media and outreach campaigns;
- Track record of managing successfully the image of a large organisation;
- Track record of issues and reputation management;
- Substantive experience working in media, PR and/or advertising;
- Excellent copywriting and copyediting skills.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Substantial knowledge of the media landscape;
- Good network and contacts with key media, PR and Advertising Agencies;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Experience in TV and Radio Production.

Title: **Legal Officer to the Kosovo Property Claims Commission – EK 10087**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management level**

Confirmed Vacancies: 1    Pending Vacancies: 0

The Legal Officer reports to Chief of Office of the Kosovo Property Claims Commission.

## **1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive work in relation to conflict related property disputes;
- To conduct legal research and provide legal opinions and recommendations to the Chief of the Office of the Kosovo Property Claims Commission on the Kosovo legal and judicial system and legislation and identify possible areas for improvement in matters related to property;
- To draft decisions and other legal texts of the Kosovo Property Claims Commission;
- To oversee the proper handling of a variety of complaints pertaining to the mandate of the Kosovo Property Claims Commission received from the general public and individuals;
- To assist the Chief of Office of the Kosovo Property Claims Commission in legal analysis, legal assessment and organization of evidence in claim files, including supporting documentation, reports and witness or party statements;
- To prepare or assist the Chief of Office of the Kosovo Property Claims Commission in strategies to maximize the efficacy and economy proceedings before the KPCC;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief of Office of the Kosovo Property Claims Commission.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

### **OR**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience.

### **Specification of experience**

- At least three (3) years of professional experience in the field of civil Law;
- Excellent drafting skills;
- Experience in drafting decisions or other legal texts.

### **Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Court experience or experience with mass claim proceedings;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.



Title: **Prosecutor – EK 10092**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 3 Pending vacancies: 0

The Prosecutor reports to the Deputy Head of Executive Division (Chief EULEX Prosecutor).

### 1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to the investigation and prosecution of cases falling within the Mission's executive mandate at SPRK level and Basic Court level throughout Kosovo;
- To build local capacities in his/her field of expertise through the cooperation with local counterparts through monitoring, mentoring and advising the local prosecutors, especially in mixed teams, on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including regular peer discussions with regard to all aspects of prosecutorial functions;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To contribute to the Assembly of EULEX Prosecutors' efforts to draw conclusions on institutional and structural weaknesses from their practical experience;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX Prosecutor).

### 2. Qualifications and experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

#### Specification of experience

- At least five (5) years of experience as full-time prosecutor acting in criminal cases;
- Readiness to travel;
- Flexibility and ability to work in a team;
- Very good interpersonal and communication skills, both written and oral.

#### Personnel Security Clearance

- No Personnel Security Clearance is needed.

#### Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances.

Title: **Legal Officer – EK 10093**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Management level**

Confirmed vacancies: 3    Pending vacancies: 0

The Legal Officer reports through the respective Chain of Command to the Deputy Head of Executive Division (Chief EULEX Prosecutor).

### **1. Main tasks and responsibilities:**

- To assist the EULEX Prosecutors in pre-trial, trial or appellate proceedings;
- To 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;
- To assist the EULEX Prosecutor and Police with pre-trial analysis, legal assessment and organization of evidence, including investigation documents such as medical, forensic, police, military, and investigation reports and witness statements;
- To prepare or assist in the preparation of legal submissions (including indictments, briefs, motions/responses/replies, correspondence, memoranda etc) in the course of investigations and prosecutions;
- To liaise on behalf of the EULEX Prosecutor with the Police, Investigators, Registry, Judges, their Legal Officers and assist in fulfilling the Office of the Prosecutor's pre-trial obligations towards the Defence;
- To prepare or assist the EULEX Prosecutor in strategies to maximize the efficacy and economy of the presentation of evidence;
- To coordinate and supervise other support staff members, such as administrative assistants and interpreters/translators;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX Prosecutor).

### **2. Qualifications and experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

#### **OR**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience.

#### **Specification of experience**

- At least three (3) years of professional experience in the field of criminal law.

#### **Personnel Security Clearance**

- No Personnel Security Clearance is needed.

#### **Advantageous**

- To have successfully passed the Bar Exam;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Forensic Doctor – EK 10098**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1    Pending vacancies: 0

The Forensic Doctor reports to Co-Head of Department of Forensic Medicine.

**1. Main tasks and responsibilities:**

- To mentor and train on the job local forensic doctors with medico-legal investigations of death and clinical forensic examinations as required by the Kosovo judicial system. Ensure that services provided by local forensic medicine staff are up to European standards;
- To mentor and train on the job the work of the local medical death investigators and the local forensic nurses;
- To perform medico-legal investigations of death and clinical forensics whenever required (sensitive cases, cases under International Prosecutors, ICTY cases);
- To give expert medical advice where pertinent to forensic investigation;
- To give evidence in court on findings of the autopsies and other examinations;
- To intervene when necessary;
- To advise the Co-Head of Department of Forensic Medicine on relevant issues;
- To give expert testimony evidence in court;
- To undertake any other related tasks as requested by the Co-Head of Department of Forensic Medicine.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Medic, specialisation in Forensic Medicine, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

**Specification of experience**

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

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Very good interpersonal and communication skills, both written and oral (in English);
- Ability to perform under stress and in difficult circumstances;
- Experience of teaching / training others in forensic and medical subjects;
- Ability to explain complex scientific concepts to a wide audience;
- Driving license of Category C;

Title: **War Crimes Investigator (Special Investigative Task Force) – EK 10124**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Management level**

Confirmed vacancies: 1    Pending vacancies: 0

The War Crimes Investigator reports to Investigation Team Leader (Special Investigative Task Force).

**1. Main tasks and responsibilities:**

- To maintain investigations as tasked, to undertake substantive investigation measures, and to consolidate data;
- To 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, in consultation with the Special Investigative Task Force prosecutors. When required attend crimes scenes and exhumation sites;
- To prepare official reports and Prosecution Investigation Files;
- To participate in the development, implementation and evaluation of casework as necessary; monitor and analyse the development and implementation of the agreed program outputs; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions.
- 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;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Investigation Team Leader (Special Investigative Task Force).

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least three (3) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time professional experience;

OR

- Equivalent Police education and at least four (4) years of relevant and proven full-time professional experience.

**Specification of experience**

- Experience in war crimes, organized crime, and or other complex criminal investigations, including knowledge of crime scene management and the gathering, handling and retention of evidence and exhibits;
- Be familiar with victim support issues as they relate specifically to serious criminal acts, crimes against humanity, violations of human rights, victim testimony, witness protection programs and counselling resources;
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.

**Personnel Security Clearance**

- To be in a possession of Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

Title: **Legal Officer – EK 10128**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Management level**

Confirmed vacancies: 1    Pending vacancies: 0

The Legal Officer reports to the Lead Prosecutor.

## **1. Main tasks and responsibilities**

- To assist the Task Force Prosecutors in pre-trial, trial or appellate proceedings;
- To 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;
- To assist the Task Force Prosecutors and investigative team with pre-trial analysis, legal assessment and organization of evidence, including investigation documents such as medical, forensic, police, military, and investigation reports and witness statements;
- To prepare or assist in the preparation of legal submissions (including indictments, briefs, motions/responses/replies, correspondence, memoranda etc) in the course of investigations and prosecutions;
- To prepare or assist the Task Force Prosecutors in strategies to maximize the efficacy and economy of the presentation of evidence;
- To coordinate support staff members, such as administrative assistants and interpreters/translators;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Lead Prosecutor (Special Investigative Task Force).

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of professional experience in Criminal Law;

### **OR**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of professional experience in Criminal Law.

### **Specification of experience**

- At least two (2) years of experience in criminal proceedings related to war crimes, organized crime or trafficking in human beings, preferably in adversarial legal proceedings;
- Ability to draft comprehensive legal submissions with little guidance and oversight in a demanding, fast paced criminal prosecution or international fact finding inquiry environment.

### **Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States..

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Very good knowledge and/or experience in strategic management and/or public administration.

Title: **Analyst – Prosecutorial Operations – EK 10136**

Employment regime: **Seconded/Contracted**

Grading category for Contracted personnel: **Mission Support Staff - Management level**

Confirmed vacancies: 1    Pending vacancies:

The Analyst – Prosecutorial Operations reports to the Lead Prosecutor.

## **1. Main tasks and responsibilities:**

- To participate in the preparation of evidence for indictment filing and potential trial proceedings including disclosure review;
- To assist in the interviews of suspects, witnesses or victims;
- To carry out the analysis of factual findings in judgments and evidential gap analysis;
- To collect evidence, ensuring that the necessary evidentiary chains are established and maintained;
- To provide analytical support to prosecutors, investigators and legal officers of the Special Investigative Task Force (SITF);
- To participate in field activities;
- To produce analysis reports as required;
- To collect, collate and synthesize multi-sourced data, information and evidence;
- To participate in the acquisition and analysis of general intelligence and evidence;
- To work as part of a multi-disciplinary investigative team;
- To collect, develop and exploit leads;
- To provide advice on the relevant paramilitary background in the context of political, administrative and security aspects of the conflict in the former Yugoslavia with special reference to mandate of the SITF;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Lead Prosecutor.

## **2. Qualifications and experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Police Science, Intelligence, Criminology, Social Sciences, Mathematics or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Police Science, Intelligence, Criminology, Social Sciences, Mathematics or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of Police Academy with duration of three (3) years or more and at least six (6) years of relevant and proven full-time professional experience.

### **Specification of experience**

- Extensive and progressive professional experience in intelligence issues and/or complex data, and in the preparation of all types of evidence for submission at trial;
- Ability to acquire useful information from a variety of sources and excellent writing skills for drafting accurate reports;
- Demonstrated ability to edit and critically assess expert and analytical reports;
- Excellent working knowledge of analysis and document management software and tools;
- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic.



**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Substantial experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Appeals Judge for Kosovo Property Agency (KPA) Appeals – EK 10145**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1    Pending vacancies: 0

The Appeals Judge for Kosovo Property Agency Appeals reports to the President of the Assembly.

**1. Main tasks and responsibilities:**

- To adjudicate - in a mixed panel together with a Kosovar judge - appeals against decisions on property claims of the Property Claims Commission of the Kosovo Property Agency;
- To monitor and mentor the professional performance of the Kosovo judge sitting in the mixed panel through joint work;
- To hold regular peer discussions with regard to all aspects of judicial functions;
- To serve, if asked by the President of the Assembly of EULEX Judges, as a member of appeal or trial panel in the Special Chamber of the Supreme Court (Privatization issues), or as a member of the Mobile Team (Civil Judge) or as a member of an appeal panel;
- To undertake any other related tasks as requested by the President of the Assembly.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years as a judge in civil appeals, as a member of (quasi-) judicial bodies adjudicating property claims or as a presiding judge in civil cases;
- Special knowledge of property and housing Law.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Experience with mass claims or property restitution;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Good knowledge of commercial, labour, insolvency or property Law.

Title: **Criminal Judge at the Supreme Court/Appellate Court – EK 10146**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1    Pending vacancies: 0

The Criminal Judge at the Supreme Court/Appellate Court reports to the President of the Assembly.

**1. Main tasks and responsibilities:**

- To sit - primarily in mixed panels with Kosovar judges - in criminal cases which fall under the competency of the criminal chamber or the Supreme Court/Appellate Court (appeals against judgements, interlocutory appeals, protection of legality claims);
- To monitor and mentor the professional performance of Kosovo Supreme Court/Appellate Court judges through joint work;
- To hold regular peer discussions with regard to all aspects of judicial functions;
- To undertake any other related tasks as requested by the President of the Assembly.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least ten (10) years of professional experience as judge, preferably also in higher/appeals courts.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Judge in the Special Chamber of the Supreme Court (privatisation matters) – EK 10147**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 2 Pending vacancies: 1

The Judge in the Special Chamber of the Supreme Court (privatisation matters) reports to the President of the Assembly of EULEX judges.

### 1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to Special Chamber of the Supreme Court related matters;
- To sit - primarily in mixed panels together with Kosovar judges - in cases which fall under the competency of one of the specialised first-instance panels: (i) privatisation related claims, (ii) employee list claims, (iii) general ownership and creditor claims, (iv) liquidation-related claims, (v) reorganisation of enterprise claims; or the Appellate Panel of the Special Chamber of the Supreme Court (privatisation matters);
- To build local capacities through the work in mixed teams with local counterparts and through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To undertake any other related tasks as requested by the President of the Assembly of the EULEX Judges.

### 2. Qualifications and experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

#### Specification of experience

- At least five (5) years of experience as full-time judge in criminal/civil trials.
- Good knowledge of commercial, labour, insolvency or property Law.

#### Personnel Security Clearance

- No Personnel Security Clearance is needed.

#### Advantageous:

- Experience as a judge in the administration and resolution of mass claims processes and/or property restitution;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Title: **Criminal Judge at Mitrovica Basic Court – EK 10149**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1    Pending vacancies: 0

The Criminal Judge at the Mitrovica Basic Court reports to the President of the Assembly of the EULEX Judges.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at Mitrovica Basic Court;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Mitrovica Basic Court;
- To build local capacities through the work in mixed teams with local counterparts and through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To contribute to the Assembly's efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams;
- To undertake any other related tasks as requested by the President of the Assembly of the EULEX Judges.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years of experience as full-time judge in criminal/civil trials;
- Staff member is expected to live in the North.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Legal Officer at the Supreme Court/Appellate Court – EK 10150**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed vacancies: 3 Pending vacancies: 0

The Legal Officer at the Supreme Court/Appellate Court reports to the EULEX Supreme Court/Appellate Court Judges.

**1. Main tasks and responsibilities:**

- To support EULEX Judges in their contribution to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Supreme Court/Appellate Court;
- To support EULEX Judges assigned to the Supreme Court/Appellate Court of Kosovo in legal remedy proceedings in criminal and/or civil cases;
- To analyse criminal and/or civil cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law to EULEX Judges, based on thorough legal research;
- To draft and process court documents, decisions, responses to motions and complaints, orders, summons, correspondence, memoranda, reports and other documents as required;
- To prepare Supreme Court/Appellate Court sessions and hearings in criminal procedures, organize court recorders and interpreters, attend Supreme Court sessions and hearings, participate in deliberations;
- To handle original court files, ensure that case files are well-organized and multilingual at all times;
- To liaise with different legal units and institutions, such as the Office of the Public Prosecutor, Detention Centres and Prisons, Police Operations, Escort Units, Penal Management, Kosovo Property Agency etc., contact point for parties;
- To undertake any other related tasks as requested by the EULEX Supreme Court/Appellate Court Judges.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least four (4) years of professional experience in criminal or civil Law;
- Experience in drafting decisions in criminal or civil proceedings.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of property and housing Law.
- Experience with mass claims processes or property restitution;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with international organisations and in an international court.

Title: **Legal Officer Mitrovica Court Level – EK 10153**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed vacancies: 1    Pending vacancies: 0

The Legal Officer Mitrovica Court Level reports to EULEX Judges at the Mitrovica Court Level.

### **1. Main tasks and responsibilities:**

- To support EULEX Judges in their contribution to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Mitrovica Court Level;
- To support EULEX Judges assigned at the Mitrovica Court Level in pre-trial, trial or appeal proceedings;
- To analyse complex cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law concerning cases of serious crimes or civil law cases to EULEX Judges, based on thorough legal research;
- To assist the EULEX Judges with legal assessment and evaluation of evidence, review, analyse and advise on all court and investigation documents;
- To prepare or assist with the preparation of legal submissions, including legal opinions, briefs, memoranda, decisions, orders, verdicts and other legal documents, and if working with EULEX Judges in Criminal Law, to also assist with the preparation of summons, arrest warrants, motions, and responses to motions;
- To participate, advise and assist the EULEX Judges in hearings, trials and processing of evidence and documents submitted during the trial;
- To coordinate and supervise other court support staff members, such as administrative assistants, court recorder and interpreters/translators;
- To 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);
- To undertake any other related tasks as requested by the EULEX Judges at the Mitrovica Court Level.

### **2. Qualifications and experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time professional experience;

#### **OR**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

#### **Specification of experience**

- At least four (4) 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;
- Staff member is expected to live in the North.



**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with international organisations and in an international court;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

Title: **Legal Officer at Mobile Unit for Basic Court Level – EK 10154**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed vacancies: 1    Pending vacancies: 0

The Legal Officer at Mobile Unit for Basic Court Level reports to EULEX Judges at the Mobile Unit for Basic Court Level.

### **1. Main tasks and responsibilities:**

- To support EULEX Judges in their contribution to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Mobile Unit for Basic Court Level;
- To support EULEX Judges assigned at the Mobile Unit for Basic Court Level in pre-trial, trial or appeal proceedings;
- To analyse complex cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law concerning cases of serious crimes or civil law cases to EULEX Judges, based on thorough legal research;
- To assist the EULEX Judges with legal assessment and evaluation of evidence, review, analyse and advise on all court and investigation documents;
- To prepare or assist with the preparation of legal submissions, including legal opinions, briefs, memoranda, decisions, orders, verdicts and other legal documents, and if working with EULEX Judges in Criminal Law, to also assist with the preparation of summons, arrest warrants, motions, and responses to motions;
- To participate, advise and assist the EULEX Judges in hearings, trials and processing of evidence and documents submitted during the trial;
- To coordinate and supervise other court support staff members, such as administrative assistants, court recorder and interpreters/translators;
- To 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);
- To undertake any other related tasks as requested by the EULEX Judges at the Mobile Unit for Basic Court Level.

### **2. Qualifications and experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time professional experience;

#### **OR**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

#### **Specification of experience**

- At least four (4) 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.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with international organisations and in an international court;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

Title: **Criminal Judge at Mobile Unit for Basic Court level – EK 10155**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1 Pending vacancies: 1

The Criminal Judge at Mobile Unit for Basic Court reports to the President of the Assembly of the EULEX Judges.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at Basic Court level throughout Kosovo;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Basic Courts;
- To build local capacities through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions through the work in mixed teams with local counterparts;
- To contribute to the Assembly's efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams;
- To undertake any other related tasks as requested by the President of the Assembly of the EULEX Judges.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years of experience as full-time judge in criminal/civil trials;
- Readiness to travel.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Title: **Civil Judge at Mobile Unit for Basic Court level – EK 10156**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1    Pending vacancies: 0

The Civil Judge at Mobile Unit for Basic Court level reports to the President of the Assembly of the EULEX Judges.

### **1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication of civil cases at Basic Court level throughout Kosovo;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Basic Courts;
- To build local judicial capacities through the work in panels with local counterparts and through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To contribute to the Assembly's efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed panel;
- To undertake any other related tasks as requested by the President of the Assembly of the EULEX Judges.

### **2. Qualifications and experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

#### **Specification of experience**

- At least five (5) years of experience as full-time judge in criminal/civil trials;
- Readiness to travel.

#### **Personnel Security Clearance**

- No Personnel Security Clearance is needed.

#### **Advantageous:**

- Experience as a judge in the administration and resolution of mass claims processes and/or property restitution;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Title: **Intelligence Researcher/Database Input Officer – EK 10181**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Assistant level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Intelligence researcher/Database Input Officer reports to the EUOCI Desk Officer/Office Manager.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area the Mission's executive mandate;
- 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 undertake any other related tasks as requested by the EUOCI Desk Officer/ Office Manager.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- Extensive and progressive professional experience in intelligence issues and/or complex data;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Working knowledge of i2 products (ibase and Analyst notebook).

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous:**

- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Customs Officer – EK 10194**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Assistant Level**

Confirmed Vacancies: 10 Pending Vacancies: 0

The Customs Officer reports to the Deputy CP Commander.

## **1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), by executing customs control at the border and boundary common crossing points (CP) (import, export and transit control) on a 24/7 basis;
- To maintain customs control operations whilst facilitating the flow of trade;
- To undertake basic anti-smuggling controls on trains, vehicles and persons;
- Conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To participate in customs operational responses to combat the threat from smuggling, organized crime and corruption;
- To assist in conducting intelligence and investigation casework and activity;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Deputy CP Commander.

## **2. Qualifications and experience:**

### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by relevant vocational training, with a minimum of five (5) years of relevant and proven full-time professional experience in customs administration or related field.

### **Specification of experience**

- Minimum of five (5) years of experience in a customs service, having working knowledge's within some or all of the following areas; accounting procedures, customs procedures, verification, cargo examination and anti-smuggling control;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Staff member is expected to live in the North.

### **Personnel Security Clearance**

- No Personnel Security Clearance is needed.

### **Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Intelligence and/or investigation experience from Customs;
- Knowledge of EU Customs Revenue related regulations;
- Knowledge of Serbian language;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- EU Civilian Crisis Management Course or CSDP mission experience.

Title: **Lawful Interception/Organised Crime Investigation Officer – EK 10216**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Lawful Interception/Organised Crime Investigation Officer reports to Lawful Interception/Organised Crime Investigation Team Leader.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To perform day-to day duties in accordance with established policies and procedures, including applicable Laws in Kosovo and internationally accepted human rights standards, in line with the Mission mandate and priorities;
- To execute lawful interception work in accordance with the requirements of the OCIU and in line with the Mission mandate and priorities;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Lawful Interception/Organised Crime Investigation Team Leader.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in IT / Forensics / Telecommunications or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in IT / Forensics / Telecommunications or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- Extensive and progressive experience in handling and maintenance of telecommunication equipment, substantial 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 in maintenance of computers and networking;
- Background in investigations, technical and operational support;
- Experience in working organized crime cases;
- Knowledge of applicable laws and regulations in his domain;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.



**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous international policing experience in missions;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills.

**Title: Information Technology - Forensic Investigations and Technical Support Officer – EK 10217**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The IT-Forensic Investigations and Technical Support Officer reports to Lawful Interception/Organised Crime Investigation Team Leader.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To ensure compliance with established policies and procedures, including applicable laws in Kosovo and Internationally accepted human rights standards, in the forensic examination of IT and related equipment;
- To examine computers, digital storage and mobile phones;
- To ensure evidence search, forensically examine and recover data, and make reports and presentations in a way that can be used as evidence in an investigation;
- To be present during operational searches and to give specialist advice to investigators in the recovery of IT equipment and/or data at the scene of a search;
- To work alongside and support investigators as a specialist forensics investigator;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To provide service and maintenance to IT-forensics equipment;
- To undertake any other related tasks as requested by the Lawful Interception/Organised Crime Investigation Team Leader.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in IT, Forensics, Telecommunications or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in IT, Forensics, Telecommunications or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time professional experience.

**Specification of experience**

- Extensive and progressive experience in IT-forensics and with a background in Law Enforcement agencies;
- Comprehensive knowledge and evidenced experience of using common forensic software such as Encase or FTK;
- Experience in working with forensic tools such as .XRY or Cellebrite for extracting information from mobile telephones;
- Sufficient knowledge in maintenance of computers and networking;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous international policing experience in missions;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

Title: **Civil Registration Database Expert – EK 10291**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Civil Registration Database Expert reports to the Chief Advisory Unit on Internal Matters.

**1. Main tasks and responsibilities:**

- To contribute, on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) of civil registries;
- To assist and mentor the planning, designing, programming and implementation of databases in different departments and agencies within MoIA;
- To assist and mentor in development of detailed database/software specifications, functional specifications and user documentation for different departments and agencies within MoIA;
- To assist and mentor on planning, designing, and development of MoIA software applications; web-based or desktop;
- To assist and mentor the use, maintenance and improvements of the IT applications and databases;
- To assist and mentor on hardware development and on IT security for departments and agencies within MoIA;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief of Advisory Unit on Internal Matters.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Information and Communications Technology or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

**Specification of experience**

- DBA related certification from Oracle/Microsoft;
- At least five (5) years of proven progressively responsible experience in software/database development, design, management and implementation of complex database systems and software applications;
- Advanced knowledge in administering databases (Oracle and /or SQL Server);
- Experienced in using different operating systems, Unix, Linux, Windows;
- Practical experience in the integration of applications such as document management systems;
- Very good interpersonal and communication skills, both written and oral;
- Strong and effective presentation skills.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Experience in a Ministry of Internal Affairs (preferably in a supervisory role);
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Kosovo Judicial Council Advisor – EK 10295**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Advisor to the Kosovo Judicial Council reports to the Chief of the Advisory Unit on Justice Matters.

### **1. Main tasks and responsibilities:**

- To contribute, on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA the Kosovo Judicial Council);
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To monitor, mentor and advise the organs of the Kosovo Judicial Council (KJC) with regard to the best fulfilment of its constitutional and legal tasks and competencies, i.e. ensuring an independent, professional and impartial judicial system, managing and overseeing the organisation and administration of the Kosovo judiciary, the recruitment and the promotion and the disciplining of judges, conceptualizing and overseeing the education and continued education and training of the judges and court staff;
- To support and advance KJC activities in the management of the courts, including the Case Management System;
- In case of non-compliance, to report without delay to the Chief of Unit including recommendations on how to address the situation;
- To coordinate closely with other relevant organisational units and seek structured input from EULEX KOSOVO judges, who will give feedback on their practical experience of working in mixed teams and allow jointly drawing conclusions on institutional and structural weaknesses to be addressed in the KJC;
- To liaise, as appropriate, with other external stakeholders;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief Advisory Unit on Justice Matters.

### **2. Qualifications and experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

#### **Specification of experience**

- Professional experience in the field of the administration of justice and court management;
- Experience in an advisory function to local institutions on judiciary matters;
- Very good interpersonal and communication skills, both written and oral;
- Experience working as a judge will be an asset.

#### **Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP mission;
- Knowledge of Albanian and/or Serbian language.

Title: **Kosovo Prosecutorial Council Advisor– EK 10296**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Kosovo Prosecutorial Council Advisor reports to the Chief of the Advisory Unit on Justice Matters.

**1. Main tasks and responsibilities:**

- To contribute, on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA the Kosovo Prosecutorial Council);
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To monitor, mentor and advise the organs of the Kosovo Prosecutorial Council (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;
- In case of non-compliance, to report to without delay to the Chief of Unit including recommendations on how to address the situation;
- To coordinate closely with other relevant organisational units and seek structured input from EULEX KOSOVO prosecutors, who will give feedback on their practical experience of working in mixed teams and allow jointly drawing conclusions on institutional and structural weaknesses to be addressed in the KPC;
- To liaise, as appropriate, with other external stakeholders;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chief of the Advisory Unit on Justice Matters.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

**OR**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience.

**Specification of experience**

- Experience in the field of the administration of justice and/or management of prosecution offices;
- Experience in prosecutorial work;
- Experience in an advisory function to local institutions on prosecutorial matters;
- Very good interpersonal and communication skills, both written and oral.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Knowledge of Albanian and/or Serbian language.



Title: **Audit Advisor (Correctional Unit) – EK 10304**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1    Pending Vacancies: 0

The Audit Advisor reports to the Chief of Correctional Unit.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) the Kosovo Correctional Service;
- To monitor, mentor and advise the management of the Kosovo Correctional Service in the area of internal procedural reviews (audit);
- To conduct internal, systematic reviews (audit), within the Kosovo Correctional Service together with a local expert in a twin-team;
- To report findings of the audits to the Kosovo Correctional Service and the Chief of the Correctional Unit and to give recommendations to management of the Kosovo Correctional Service at all levels;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, accountability, corruption, human rights, etc.;
- In case of non-compliance, to report without delay to the Chief of Unit including recommendations on how to address the situation;
- To have oversight and monitor anti corruption processes, with special attention to provide recommendation to combat all forms of corruption within the Kosovo correctional system;
- To undertake other related task as requested by Chief of Correctional Unit.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Criminology or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

**OR**

- Equivalent Correctional service education and at least 10 years of relevant and proven full-time professional experience.

**Specification of experience**

- Minimum of seven (7) years of professional experience within the field of specialization;
- Five (5) years of senior management experience;
- Very good interpersonal and communication skills, both written and oral;

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Experience in penitentiary systems in transitional or post-conflict situations.

Title: **Correctional Mobile Monitor – EK 10305**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support - Assistant level**

Confirmed Vacancies: 3 Pending Vacancies: 0

The Correctional Mobile Monitor reports to the Chief Correctional Unit.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) Kosovo Correctional Services (KCS) as part of a Mobile Team covering all of Kosovo; To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, accountability, human rights and gender issues, etc.;
- As required, advise and mentor local counterparts in a structured manner in line with the Mission's planning documents; in particular, to advise KCS officers in matters regarding internal/external security, daily operations and management; to advise on the treatment of prisoners to comply with European Best Practices and Human Rights standards; etc.;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local institutions with EULEX advice given at HQ level;
- To report without delay to Chief Correctional Unit, including recommendations on how to address the situation, in case of non-compliance;
- To collect and collate "on the spot" performance statistics that relate to Kosovo's correctional services system, as part of the Mission's benchmarking processes covering all of Kosovo;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To undertake any other related tasks as requested by the Chief Correctional Unit.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education with relevant professional training and a minimum of five (5) years of relevant and proven full-time professional experience in Correctional Services.

**Specification of experience**

- Very good interpersonal and communication skills, both written and oral;
- Strong team player with drive and the ability for innovative thinking and problem-solving;
- Readiness to travel.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Chief of Medical Unit – EK 10395**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1   Pending Vacancies: 0

The Chief of Medical Unit reports to the Head of Mission Support Department and in the capacity of Medical Adviser directly to the Head of Mission.

### **1. Main tasks and responsibilities:**

- To manage the Health and Medical Support Services of the Mission;
- To direct, supervise and coordinate the Medical Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To assist and advises the Head of Mission and Head of Mission Support Department on all medical matters;
- To manage and assist in developing the budget for the Medical Unit.
- To be responsible for planning, analysing, designing and maintaining a programme that addresses the medical needs of the Mission;
- To provide the necessary medical inputs with regard to operational planning, decision making processes and resulting orders and documents;
- To support the Mission psychologists on medical and psychosomatic matters;
- To assess in close cooperation with the medical practitioner in attendance at an emergency incident the requirements for further treatment and/or the further medical evacuation (by ground and/or by air);
- To oversee the use of available medical evacuation capabilities (air and/or ground) inside or outside the Mission area;
- To coordinate and performs medical briefings for all incoming Mission members, as well as first-aid and / or trauma-level training for selected Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promotes and implements preventive medical and occupational health measures, including hygiene and recommendations for immunisations;
- To oversee the collection and handling of appropriate information related to medical support for Mission members;
- To interface with international military, civilian and non-governmental humanitarian and support agencies in the Mission area for medical matters when required;
- To assess on regular basis existing in- and out-patient medical treatment facilities (locally and in neighbouring countries), regularly issues an updated list of available facilities, and liaises with them to secure treatment of staff as necessary;
- To establish and regularly updates a medical emergency plan in coordination with all relevant elements of the Mission, international, civilian and military organisations in the area of operation;
- To undertake any other related tasks as requested by the Head of Mission and/or the Head of Mission Support Department.

### **2. Qualifications and experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Medicine (EU recognised), where the normal duration of university education in the country awarded is five (5) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience.

**Specification of experience:**

- At least ten 10 years of management experience;
- Absolute discretion, reliability and trustworthiness;
- Excellent drafting, reporting and presentation skills.

**Personnel Security clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous**

- Knowledge in emergency medicine;
- Experience in aviation and transportation medicine with MEDEVAC / STRATEVAC coordination;
- Experience in civilian-military cooperation;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Title: **Weapons/ Firearm Instructor - EK 10411**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support – Assistant Level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Weapons/Firearm Instructor reports to the Chief of Human Resources Training and Development Unit.

## 1. Main tasks and responsibilities

- To support, assist and advise the Chief of Human Resources Training and Development on all training and evaluation issues relevant to weapons and firearms.
- To assist in the conceptual development of internal standards and guidelines for weapons and firearms training.
- To plan, organize and deliver weapons and firearms training;
- To produce training materials;
- To evaluate and prepare summaries and analytical reports on weapons/firearms training activities; document and ensure proper record of shooting training and tests, including use of ammunition.
- To conduct regular assessment of weapons handling and shooting skills of armed mission staff, as well as perform their certification and recertification where applicable.
- To ensure firing sites/ranges are maintained in the required conditions, taking into consideration the security & safety standards relevant to shooting training;
- To coordinate the use of available shooting ranges.
- To coordinate import and export procedures of all firearms and ammunition into/from the Mission area.
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required.
- To participate in the recruitment of other training and firearms specialists throughout the Mission.
- To undertake any other related tasks as requested by the Chief Human Resources Training and Development Unit.

## 2. Qualifications and experience:

### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, and Police or Military Training, with a minimum of six (6) years of relevant and proven full-time military/police/security experience.

### Specification of experience

- At least five (5) years of documented experience, excellent knowledge and proven skills in the area of delivering firearms training, including a high standard of physical fitness.
- At least two (2) years of experience delivering training to an international audience.
- Experience and formal qualifications from a military/police/security institution within the field of Training together with demonstrated technical knowledge of aspects of Security Training development.
- Pistol & rifle Instructor certification/accreditation from a recognized institution.
- Excellent knowledge of applicable international standards/best practices and human rights regulations relevant to the use of firearms and Use of Force.
- Excellent technical knowledge of side arms and long barreled weapons.
- Knowledge of English, oral as well as written at CEFR C1 level.

**Personnel Security Clearance:**

- No Personnel Security Clearance is needed.

**Advantageous**

- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and/or international organisation;
- Ability to perform under stress and in difficult circumstances.
- Category C driving license.

Title: **Chief Transport Unit– EK 10421**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel; Expert

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief Transport Unit reports to the Head of Technical Services.

## **1. Main tasks and responsibilities**

- To be responsible for the overall management of transport means within the mission and the provision of appropriate advice to senior management on all transport related matters;
- To direct, supervise and coordinate the Transport Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To manage and assist in developing the budget for the Transport Unit.
- To be responsible for establishing a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover;
- To provide advice, support and training on transport related matters, ensuring the necessary storage, distribution and allocation of motor vehicles and associated equipment to mission members;
- To be responsible for the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues;
- To identify needs 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 establish a management system that includes coordination and supervision of storage, allocation and distribution, consumption and future needs;
- To ensure the effective management of logistics databases, inventories and lists of equipment on the items related to his/her field of expertise;
- To undertake any other related tasks as requested by Head of Technical Services.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Mechanical Engineering, Transportation, Logistics or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience.

### **OR**

- .Equivalent Military education and at least 10 years of relevant and proven full-time professional experience.

### **Specification of experience**

- At least five (5) years of management experience in transport related matters.
- Be familiar with project environment;
- Good awareness of different product and services markets and industrial business networks;

### **Personnel Security Clearance**

- No Personnel Security Clearance is needed.

### **Advantageous**

- To have experience in the implementation of EU procurement processes and regulations;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<p>Title: <b>Chief Software Development Unit– EK 10445</b> Employment regime: <b>Seconded/Contracted</b> Grading category for contracted personnel: Expert Confirmed Vacancies: 1   Pending Vacancies: 0</p>
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The Chief Software Development Unit reports to the Head of Technical Services.

### **1. Main tasks and responsibilities**

- To assess the needs of the mission in terms of Software, Information Management and Flow and to establish and maintain a reliable inter-departmental information flow, ensuring accuracy of data and avoiding redundancy of information and unnecessary paperwork;
- To draft and provide mission management with a strategic plan for collection and best use of data, recommending a well-built structure and analytical reports;
- To establish policies and procedures in reference to the authorization of use of EULEX software applications, the definition of user profiles and data security rules;
- To supervise, assist, plan, analyse and design Software development projects, technical documentation, user manuals, operating instructions, guidelines and procedures;
- To present regular evaluation reports concerning the impact of use of internally developed applications, and the planning of future software development;
- To conduct research, analysis and evaluation of new development tools, including cost-benefit analyses, in order to make recommendations for their possible use and deployment;
- To issue recommendations when needed about the purchase or development of Information Systems applications;
- To produce technical documentation regarding backup, preventive maintenance and disaster recovery strategies, as well as, intra servers/databases information flow;
- To design training materials for users, and conduct subsequent training and presentations;
- To coordinate the standardisation of operating systems upgrades and new versions of database management systems;
- To manage and maintain the Unit's Servers;
- To test software and databases for ease of use, accuracy and bugs before release, ensuring their integrity and compliance with the needs expressed by the requesting unit;
- To lead the Software Development Unit and perform all related management tasks;
- To undertake any other related tasks as requested by the Head of Technical Services.

### **2. Qualifications and experience**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Software/Database development or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

#### **Specification of experience**

- At least ten (10) years of relevant progressively responsible experience;
- At least five (5) years of management experience;
- Experience in software/database development, design, management and implementation of complex database systems and software applications;
- Advanced knowledge of Microsoft Server, Operating Systems, SQL Server (2000/2005/2008/2010), database and software development technologies and programming languages;
- Effective project management skills and ability to lead a project to completion;

#### **Personnel Security Clearance:**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.



**Advantageous**

- Certifications in Microsoft Server, Operating Systems, SQL Server (2000/2005/2008/2010), database and software development technologies and programming languages .
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Title: **Chief of Close Protection Unit– EK 10477**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief of Close Protection Unit reports to the Senior Mission Security Officer.

**1. Main tasks and responsibilities:**

- To manage all the mission's close protection aspects under the authority of the Senior Mission Security Officer;
- To be responsible for in-depth planning and execution of close protection operations for EULEX staff members;
- To ensure proper management of the Close Protection Unit's (CPU) staff, training activities and operational planning according to CPU needs;
- To overview the development of CPU policies and procedures, ensure they are followed and updated or amended when necessary;
- To ensure that comprehensive procedural documents are in place with respect to CPU activities;
- To maintain a high operational effectiveness of all Security CPU personnel;
- To organise and conduct regular inspections of all CPU equipment, its maintenance and replacement;
- To coordinate close protection operations with all relevant security agencies;
- To develop and maintain professional contacts with the local police, military and security managers of other national and international interlocutors;
- To liaise with all relevant parties for an assessment of current and possible future threats;
- To undertake any other related tasks as requested by the SMSO.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in a field related to Security or Emergency Management, where the normal duration of university education in the country awarded is three (3) years or more and at least eleven (11) years of relevant and proven full-time professional experience;

**OR**

- Equivalent education in Police /Military academy and at least eleven (11) years of relevant and proven full-time experience.

**Personnel Security Clearance:**

- To be in possession of a Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Specification of experience:**

- Five (5) years of close protection experience at management or administrative level in the civilian security sector or in the military/police
- Demonstrated ability in providing effective operational planning for a CPU;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Trained and certified in advanced close protection techniques (theory and practice);
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems;
- Driving license of Category C.

**Advantageous**

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Successful completion of the EU MSO certification course;
- Knowledge of Albanian and/or Serbian language.

Title: **Close Protection Team Leader (SSD) – EK 10478**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Management Level**

Vacancies: 1

The Close Protection Team Leader (SSD) reports to the Chief of Close Protection Unit.

**1. Main tasks and responsibilities:**

- To manage the mission's close protection needs as regards the HoM, visiting VIPs or those of EULEX mission staff at risk, in line with established procedures;
- To be responsible for in-depth planning and execution of security operations within the CPT;
- To ensure Armed Close Protection to the HoM, visiting VIPs or those of EULEX mission staff at risk;
- To identify mission staff's personal security training needs and to ensure development and delivery of necessary training;
- To aid in the development of CPT policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out daily administration and operational planning for the CPT;
- To assist in the oversight of all CPT staff, providing instructions, support and assistance as required;
- To provide comprehensive procedural documents with respect to CPT activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To coordinate VIP visits with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organizations for an assessment of current and possible future threats;
- To undertake any other related tasks as requested by the Chief of Close Protection Unit.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in a field related to Security or Emergency Management, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

**OR**

- Successful completion of a full course of university studies attested by a degree in a field related to Security or Emergency Management, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time professional experience;

**OR**

- Equivalent education in Police/Military Academy and at least eleven (11) years of relevant and proven full-time experience.

**Specification of experience:**

- Five (5) years of close protection experience;
- Demonstrated ability in providing effective operational planning for a CPT;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Trained and certified in advanced close protection techniques (theory and practice);
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems;
- Driving license of Category C.

**Personnel Security Clearance**

- To be in a possession of Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of Albanian and/or Serbian language.

Title: **Close Protection Officer (SSD) – EK 10480**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support – Assistant Level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Close Protection Officer (SSD) reports to the Close Protection Team Leader (SSD).

**1. Main tasks and responsibilities:**

- To be responsible for in operational C/P operations;
- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX mission staff at risk;
- To provide personal security advice to members of the organization;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training;
- To carry out daily administration and operational planning for daily C/P activities;
- To provide comprehensive procedural documents with respect to C/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To assist in coordination of VIP visits with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organizations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission C/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Close Protection Team Leader (SSD).

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and, a minimum of five (5) years of relevant and additionally proven full-time professional experience;

**OR**

- Equivalent education in Police /Military Academy and at least five (5) years of relevant and proven full-time professional experience.

**Specification of experience:**

- Two (2) years of experience in close protection;
- Demonstrated ability in providing effective operational planning for a Close Protection Team;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Trained and certified in close protection techniques (theory and practice);
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems;
- Driving license of Category C.

**Personnel Security Clearance:**

- To be in possession of a Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language.

Title: **Mission Security Officer - EK 10482**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Assistant level**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer.

**1. Main tasks and responsibilities:**

- To assist SMSO with the implementation of the Policy of the European Union on the security of personnel deployed outside the European Union in an operational capacity under Title V of the Treaty of the European Union (TEU), in particular:
  - To assess local security conditions;
  - To process, prepare and rendering operational security plans;
  - To implement the mission security plan;
  - To perform security management in the field;
  - To perform emergency communications as needed;
  - To take necessary measures to ensure office and residential security;
- To undertake any other related tasks as requested by the Senior Mission Security Officer.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and a minimum of five (5) years of relevant and proven professional experience of which one (1) year experience of Field Security;

OR

- Police /Military Academy or civilian security organization training with a minimum of five (5) years of relevant and proven full-time professional experience of which one (1) year experience of Field Security.

**Specification of experience:**

- Demonstrated ability and experience to contribute creatively to the development of security strategies and procedures;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving licence of Category C;
- Ability to analyse information.

**Personnel Security clearance**

- To be in possession of a Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Successful completion of the EU Mission Security Officers Certification Course;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Serbian and/or Albanian language.



Title: **Chief Internal Investigations Unit – EK 10014**

Employment regime: **Seconded**

Confirmed Vacancies: 1    Pending Vacancies: 0

The Chief of Internal Investigations Unit reports to the Deputy Head of Mission.

**1. Main tasks and responsibilities:**

- To manage and supervise the Internal Investigations Unit;
- To be responsible for the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct;
- To report disciplinary cases with recommendations to the Deputy Head of Mission;
- To be responsible for the production of reports relating to discipline issues, including statistical analysis and assessments;
- To pro-actively review disciplinary regulations and propose amendments accordingly;
- To undertake any other related tasks as requested by the Deputy Head of Mission.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Law Enforcement or Public Administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

OR

- Equivalent Police education and at least ten (10) years of relevant and proven full/time professional experience.

**Specification of experience**

- At least five (5) years of management experience.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Internal Investigations Officer – EK 10015**

Employment regime: **Seconded**

Confirmed Vacancies: 0   Pending Vacancies: 1

The Internal Investigations Officer reports to the Chief of Internal Investigations Unit.

## **2. Main tasks and responsibilities:**

- To assist in the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct;
- To report disciplinary cases with recommendations to the Chief of Internal Investigations Unit;
- To undertake internal investigations under the supervision of the Chief of Internal Investigations;
- To draft reports relating to discipline issues, including statistical analysis and assessments;
- To assist in the proactive review of disciplinary regulations, and propose amendments accordingly;
- To undertake any other related tasks as requested by the Chief of Internal Investigations Unit.

## **3. Qualifications and experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Law Enforcement or Public Administration, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience;

### **OR**

- Equivalent Police/Military education and at least six (6) years of relevant and proven full-time professional experience.

### **Specification of experience**

- At least five (5) years of experience in similar position

### **Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

### **Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **SITCEN Police Operator – EK 10039**

Employment regime: **Seconded**

Confirmed Vacancies: 0 Pending Vacancies: 1

The SITCEN Police Operator reports to the Head/Deputy Head of the EULEX Situation Centre.

## **2. Main tasks and responsibilities:**

- To monitor the EULEX communication channels as well as those of Kosovo Police, KFOR and other relevant organizations and prepare accurate reports for the chain of command through the established SITCEN reporting lines;
- To liaise with all relevant international and local counterparts, collate and verify information received in policing 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 Office of the Deputy Head of Executive Division (Police) as appropriate;
- To ensure smooth information flow from and to the relevant parts of the Executive and Strengthening Divisions;
- To maintain close daily cooperation with the Liaison/Coordination Officers in the Office of the Deputy Head of Executive Division (Police);
- To assist SITCEN Operators as required;
- To perform any other related task as requested by the Head/Deputy of the EULEX Situation Centre.

## **3. Qualifications and experience:**

### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police training with a minimum of five (5) years of relevant and proven full-time operational police experience.

### **Specification of Experience**

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Experience in planning and implementing projects;
- Very good analytical, organisational, planning, and time-management skills;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Relevant experience in handling EU classified information.

### **Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

### **Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

The Head of Planning, Coordination and Compliance Office reports to the Chief of Staff/Deputy Chief of Staff.

## **1. Main tasks and responsibilities**

- To supervise, coordinate, and manage the Planning, Coordination and Compliance Office (PCCO);
- To contribute at the policy level and in his/her field of expertise, to the Mission's efforts on mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanisms;
- To ensure internal communication, cooperation and coordination on the programmatic approach;
- To ensure external communication, cooperation and coordination on the technical planning level with other relevant Rule of Law stakeholders in Kosovo in particular the EU Office in Kosovo with a view to avoid duplication of efforts and maximise synergies;
- To collate and analyse reports coming from the different organisational units, in particular the Divisions, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- To provide regular analysis on the Mission's progress in mandate implementation and monitor compliance of mission activities with EULEX Kosovo mandate and overall EU policies;
- To lead and coordinate the overall evaluation and reporting functions related to the Office's activities, including the MIP;
- To prepare the MIP in coordination with other relevant organisational units and monitor its implementation, including through benchmarking, analysis and evaluation;
- To advise the Divisions, including through co-location of PCCO staff on that level and through evaluation/programme officers, on the tools and means of the MIP as well as on setting the right priorities;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure a regular lessons identified and best practice process in the mission with a view to providing suggestions on improvements;
- To develop new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and monitoring mechanisms;
- To undertake any other related tasks as requested by the Chief of Staff/Deputy Chief of Staff.

## **2. Qualifications and experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Business / Public Administration, Law, Political Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

### **OR**

- Successful completion of a full course of university studies attested by a degree in Business / Public Administration, Law, Political Science or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time professional experience.

**Specification of Experience**

- At least five (5) years of management experience;
- Professional experience, in legal, administrative and operational aspects of Programme Management;
- Very good interpersonal and communication skills, both written and oral;
- Excellent editing and drafting skills;
- Proven experience in evaluation and compliance procedures;
- Substantial knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in an CSDP operation;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.);
- Sound understanding of and proven experience in rule of law, development and institution building;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

The Deputy Head of Political and Reporting Office reports to the Head of Political and Reporting Office.

## 1. Main tasks and responsibilities

- To contribute at the policy level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To support the Head of Office in directing and supervising the work of the Political and Reporting Office;
- To deputise for the Head of Office during the latter's absence;
- To support the Head of Office in acting as focal point for all political matters relating to the Mission and to provide expertise and advice on all political issues relevant for the Mission;
- To monitor global diplomatic and political events and trends , , that may impact on the political situation in Kosovo;
- To monitor and analyse political trends and events in the EU Member States that might have an impact on the situation in Kosovo and/or EULEX Kosovo and prepare draft strategies, policy papers and plans to ensure appropriate reaction/adaption by the mission;
- To support the Head of Office in providing expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on fighting political interference in line with planning documents and in close coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To liaise with other stakeholders at the appropriate level inside and outside of the Mission, in particular with the EUSR/EU Office;
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate and ensure compliance with its advice;
- To support the Head of Office in overseeing the collating and analysing of reports coming from the different organisational units, in particular the Divisions, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- To support the Head of Office in preparing and editing relevant Mission reports to the chain of command of the Mission, including monthly and six-monthly reports as well as special reports as requested and in coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To undertake any other related tasks as requested by the Head of Political and Reporting Office.

## 2. Qualifications and experience

### Essential

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience.

## OR

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time professional experience.

### **Specification of experience**

- Managerial track record;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Excellent editing and report writing skills;
- 

### **Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

### **Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects.
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Organised Crime Investigations Officer – EK 10103**

Employment regime: **Seconded**

Confirmed vacancies: 5    Pending vacancies: 0

The Organised Crime Investigations Officer reports to the Organised Crime Investigations Team Leader of the Task Force Mitrovica.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To conduct and coordinates investigations and other tasks as required;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure the proper handling of documentation and files, including the handling of EUCI;
- To undertake any other related tasks as requested by the Organised Crime Investigations Team Leader of the Task Force Mitrovica.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police/Military and at least six (6) years of relevant and proven fulltime professional experience.

**Specification of experience**

- At least five (5) years of professional experience in investigations related to the post;
- Background in intelligence handling and covert measures;
- Experience in working on organised and serious crime cases;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Staff member is expected to live in the North.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.



**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

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

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate, ensuring relations with Interpol and Europol;
- To maintain cooperation and communication with the competent services of Interpol and Europol;
- To cooperate with Kosovo Police (KP) offices and judicial authorities regarding vehicle crime matters;
- To provide relevant support for the operational requirements of the Deputy Head of Executive Division (Police), of the Executive Criminal Investigations Department (ECID), and with other departments of Executive Division;
- 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 manage everyday routine operation and services of the Interpol NCB and future Europol "national contact point";
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief of International Police Cooperation Unit.

**2. Qualifications and experience**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Political or Social Sciences, Public Administration or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience in International Police Cooperation;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Political or Social Sciences, Public Administration or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience in International Police Cooperation;

OR

- Equivalent Police/Military education and at least six (6) years of relevant and proven fulltime professional experience.

**Specification of experience**

- Working experience with Interpol and Europol and with mutual assistance;
- Background in Organised Crime investigations and experience of the intelligence function, International policing experience; international cooperation agreements;
- Working knowledge of cooperating with other entities (FRONTEX, SECI centres, ILECU project, Embassies, etc.);
- Senior Police Officer rank or equivalent;
- Proficient with access into the I-24/7 Interpol database and system;
- Driving license of Category C;
- Very good interpersonal and communication skills, both written and oral.

**Personnel Security Clearance:**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

The Deputy Head of Executive Division (Police) reports to Head of Executive Division.

**1. Main tasks and responsibilities:**

- To advise and support the Head of Executive Division in the management related to the police and customs elements of the Executive Division;
- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To direct and supervise the work of the Executive Criminal Investigation Department, the Border/Boundary Department North, the Special Police Department, the International Cooperation Unit and the Witness Security Department and to manage, prioritize and direct their work to ensure they deliver on the Mission’s mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of the Executive Division and the HoM;
- To ensure, at operational level, coordination with the Head of the Police Strengthening Department;
- To ensure, at operational level, under the overall supervision of the Head of the Executive Division and in line with the relevant applicable legislation, coordination of all executive police actions with the Deputy Head of Executive Division/(Chief Eulex Prosecutor);
- To ensure, on the level of operational policing, the necessary coordination with KFOR and other national/international organizations, where appropriate;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To liaise, as necessary for the coordination of EULEX’s executive mandate in the area of policing with Kosovo Police and in close coordination with the Head of PSD, with police and other law enforcement officials;
- To undertake any other related tasks as requested by the Head of Executive Division.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least twelve (12) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least thirteen (13) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least thirteen (13) years of relevant and proven full-time police experience.

**Specification of experience**

- Proven effective and extensive police experience at middle and upper management at a strategic level;
- Strong managerial track record;
- Sound knowledge of criminal investigations and special police operations;
- Good understanding of border related issues, including integrated border management and some understanding of customs related issues.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

The Liaison/Coordination Officer reports to Chief Liaison / Coordination Officer.

**1. Main tasks and responsibilities:**

- To support the Deputy Head of Executive Division (Police) and the Chief Liaison/Coordination Officer – within his/her field of responsibility – in implementing the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To collect, disseminate and file information as required;
- To coordinate reporting and planning tasks and correspondence in the Executive Division (Police) including a quality check;
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports;
- To maintain an accurate system for recording all reports of the Office of the Deputy Head of Executive Division (Police);
- To support the Deputy Head of Executive Division (Police) and the Chief Liaison/Coordination Officer in ensuring, at operational level, coordination in particular with the Head of the Police Strengthening Department;
- To support the Deputy Head of Executive Division (Police) and the Chief Liaison/Coordination Officer in ensuring, on the level of operational policing, the necessary coordination with KFOR and other national/international organisations, where appropriate;
- To undertake any other tasks as requested by the Chief Liaison/Coordination Officer.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- Experience serving as a coordination officer, at command level of leading intelligence led pro-active policing operations.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo and international policing;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Experience in criminal investigation and proven liaison skills.

The Special Assistant to Deputy Head of Executive Division (Police) reports to the Deputy Head of Executive Division (Police).

**1. Main tasks and responsibilities:**

- To assist the Deputy Head of Head of Executive Division (Police) in operationalizing the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To assist the Deputy Head of Head of Executive Division (Police) in his/her functions by ensuring a smooth running of the organisational units, including by following up on taskings independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To this end, to maintain contacts with the different organisational units under the Head of Executive Division (Police) as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information;
- To coordinate, as appropriate, with external stakeholders at the appropriate level;
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system;
- To draft documents on behalf of the Head of Executive Division (Police);
- To ensure the proper handling of documentation and files within the office of the Head of Department, including the handling of EUCI;
- To assist the Head of Executive Division (Police) with aspects of Mission visibility, e.g. preparing presentations and materials;
- To accompany the Head of Executive Division (Police) as required to meetings and events and make necessary preparations as well as minutes taking at meetings and conferences; prepare draft reports and documents for the office;
- To assist the Head of Executive Division (Police) in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Head of Executive Division (Police).

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience;

OR

- Equivalent Customs or police education and at least six (6) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years in a related position within Police and desirably with upper/middle management level experience;
- At least Chief Inspector/Captain;
- Experience in different fields of policing.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo and international policing;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Creative mind set and good negotiation, mediation and problem solving skills.



Title: **Deputy Head of EU Office for Criminal Intelligence – EK 10171**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

The Deputy Head of EU Office for Criminal Intelligence reports to Head of EU Office for Criminal Intelligence (Head of EUOCI).

**1. Main tasks and responsibilities:**

- 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 undertake any other related tasks as requested by the Head of EUOCI.

**2. Qualifications and experience:**

**Essential:**

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Law or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least nine (9) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Law or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least ten (10) years of relevant and proven full-time police experience.

**Specification of experience**

- Experience serving as a manager, at command level of leading intelligence led pro-active policing operations involving undercover policing, test purchasing of illicit commodities, interception of communications, covert entry and all technical surveillance methods.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language.

Title: **Regional Criminal Intelligence Officer – EK 10174**

Employment regime: **Seconded**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Regional Criminal Intelligence Officer reports to Regional Criminal Intelligence Team Leader.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area the Mission's executive mandate;
- To establish effective liaison structure with all relevant Mission units to ensure timely exchange of information / intelligence;
- To collect information in the field that supports on-going investigations;
- To prepare and submit accurate written intelligence reports;
- To develop case specific intelligence in conjunction with the analysts;
- To develop and run confidential contacts;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks requested by the Regional Criminal Intelligence Team Leader.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- Extensive and progressive experience in intelligence issues and/or complex data;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous:**

- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Chief EU Office for Criminal Intelligence Analyst – EK 10175**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief EU Office for Criminal Intelligence Analyst reports to Head of EUOCI.

**1. Main tasks and responsibilities:**

- To supervise and direct a team of intelligence analysts;
- To be responsible for the production of strategic analyses and assessments;
- To collate, analyse and develop intelligence from a variety of sources relating to Organised Criminal Groups impacting upon Kosovo;
- To establish links between criminals and their activities, identify Organised Criminal Networks, their *modus operandi* as well as weaknesses, which can be exploited by law enforcement;
- To conduct analyses of telephone and financial data as necessary;
- To maintain an overview of individual operations and give direction for on-going intelligence collection through the development of Intelligence Collection Plans and the tasking of Intelligence Officers;
- To present results of analyses in the most appropriate format giving recommendations for action – in particular through the production of target packages for dissemination to operational law enforcement teams;
- To produce as necessary, strategic assessments intended to give an overview of Organised Criminality within Kosovo and to inform policy level decision-making processes;
- To represent the Intelligence Unit at meetings, briefings or in giving presentations KFOR and persons of all levels from other external agencies;
- To assist in the development of best practices for the handling and use of intelligence both within the unit and with stakeholders. To assist, as requested, Kosovo-based and international law enforcement and military stakeholders;
- To undertake any other related tasks as requested by the Head of EUOCI.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of ten (10) years of relevant and proven full-time Police experience.

**Specification of experience**

- Minimum of ten (10) years of experience in a managerial position and knowledge of intelligence issues and /or complex data;
- Ability to acquire useful information from a variety of sources and good writing skill for drafting accurate reports;
- Sound understanding of intelligence processes, both tactical and strategic;
- Comprehensive knowledge of analytical techniques;
- Working knowledge of i2 products (ibase and Analyst notebook).

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous**

- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Intelligence Officer, Special Liaison Unit – EK 10183**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 1

The Intelligence Officer, Special Liaison Unit reports to Head of EUOCI.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area the Mission's executive mandate;
- 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 undertake any other related tasks as requested by the Head of EUOCI.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training/Military Training, with a minimum of five (5) years of relevant and proven full-time police/military experience.

**Specification of experience**

- Extensive and progressive professional experience in intelligence issues and/or complex data;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous:**

- Good understanding of the political historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Border Police Officers– EK 10195**

Employment regime: **Seconded**

Confirmed vacancies: 3 Pending vacancies: 0

The Border Police Officer reports to Deputy CP Commander.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), by executing border police control at the border and boundary common crossing points on a 24/7 basis;
- To undertake border police checks on trains, vehicles and persons;
- To conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Deputy CP Commander.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience as a Border Police officer.

**Specification of experience**

- Minimum indicative rank of Warrant officer or equivalent;
- Staff member is expected to live in the North;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Experience in international law enforcement operations in the area of border policing;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Team Leader / Mobile Team (Customs) – EK 10196**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Team Leader / Mobile Team reports to Deputy Head of Border/Boundary Department North.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate in the north in terms of border police and customs checks in a mobile capacity;
- To manage, prioritize and direct the work of the customs and border police officers to ensure they deliver on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM;
- To liaise with other international stakeholders in the region, in particular KFOR;
- To support the operations at the border and boundary common crossing points if needed
- To undertake any other related tasks as requested by the Deputy Head Border/Boundary Department North.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least seven (7) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eight (8) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police/Customs Academy with duration of three (3) years or more and, at least eight (8) years of relevant and proven full-time police experience.

**Specification of experience**

- Minimum indicative rank of Captain/Chief Inspector/Customs Senior Inspector or equivalent;
- At least seven (7) years of Border Police or Customs experience with a minimum of five (5) years of adequate managerial experience as a leader of border police detachments/units or Customs station/unit;
- Experience in international law enforcement operations in the area of Border policing or Customs desirable;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.



**Advantageous:**

- Experience in international law enforcement operations in the area of Border policing or Customs;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- EU Civilian Crisis Management Course or CSDP mission experience;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Border Police Officers / Mobile Team – EK 10198**

Employment regime: **Seconded**

Confirmed Vacancies: 4 Pending Vacancies: 0

The Border Police Officer / Mobile Team reports to Team Leader / Mobile Team.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate in the north in terms of border police and customs checks in a mobile capacity;
- To undertake border police checks on trains, vehicles and persons;
- To conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To support the operations at the border and boundary common crossing points if needed;
- To undertake any other related tasks as requested by the Team Leader/ Mobile Team.

**2. Qualifications and experience:**

**Essential:**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- A minimum indicative rank of Warrant officer or equivalent;
- Experience in international law enforcement operations in the area of border policing;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Deputy Chief of Organised Crime Investigation Unit – EK 10212**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Deputy Chief of Organised Crime Investigation Unit reports to Chief of Organised Crime Investigation Unit.

**1. Main tasks and responsibilities:**

- To assist the Chief of Organised Crime Investigation Unit on all operational and administrative matters and deputise for the Chief of Organised Crime Investigation Unit during his/her absence;
- To be the day-to-day focal point for the provision of all activities conducted by the Organised Crime Investigation Unit;
- 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 with other departments and units as required;
- To organise and coordinate activities of the Unit through the team leaders;
- To coordinate the performance and the investigators and their compliance with the legislation;
- To provide clear and concise information to the Head of the Executive Criminal Investigations Department regarding Serious and Organised crime and Counter Terrorism investigation results;
- To coordinate the activities within the area of serious and organised crime investigations and counter terrorism investigations;
- 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 Executive Criminal Investigations Department;
- To undertake any other related tasks as requested by the Chief of Organised Crime Investigation Unit.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement / Law / Police Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement / Law / Police Science, or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

**Specification of experience**

- Indicative rank: at least Lieutenant or equivalent in a police service;
- At least five (5) years of management experience in investigations posts;
- 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;
- Experience of writing and commanding operational policing plans (including inter alia arrest and search operations involving assets from different units);
- Knowledge of applicable laws and regulations regarding Covert Measures and combating Organised Crime;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Experience in leading Organised Crime Investigations Units;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Previous experience of managing / investigating Counter Terrorism Investigations.

Title: **Organised Crime Investigation Team leader – EK 10213**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Organised Crime Investigation Team leader reports to Chief of Organised Crime Investigation Unit.

**1. Main tasks and responsibilities:**

- To evaluate and review the work performed by Investigators, 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 Chief of OCIU and to the Deputy;
- To lead the activities and operations within the teams and liaise with relevant counterparts;
- To conduct and coordinate investigations and other tasks as required in a professional manner;
- To liaise with the prosecutor's office on regular basis;
- To undertake any other related tasks as requested by the Chief of Organised Crime Investigation Unit.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science, or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least seven (7) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least seven (7) years of relevant and proven full-time police experience.

**Specification of experience**

- At least two (2) years of management experience in investigations posts
- Knowledge in intelligence handling and covert measures;
- Experience in working on organised and serious crime cases;
- Experience in leading Investigative Teams;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

Title: **Organised Crime Investigation Officer – EK 10214**  
Employment regime: **Seconded**  
Confirmed Vacancies: 5 Pending Vacancies: 2

The Organised Crime Investigation Officer reports to Organised Crime Investigation Team Leader.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To conduct organised crime investigations;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Organised Crime Investigation Team Leader.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science, or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- Knowledge in intelligence handling and covert measures;
- Experience in working on organised and serious crime cases;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Title: **War Crimes Investigation Team Leader – EK 10223**

Employment regime: **Seconded**

Confirmed Vacancies: 2 Pending Vacancies: 0

The War Crimes Investigation Team Leader reports to Chief of War Crimes Investigation Unit.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To guide and advise the work of the Team and to manage, prioritize and direct its work to ensure it delivers on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the Chief of War Crimes Investigation Unit;
- To act as the day-to-day focal point for the provision of all Investigation Team activities conducted by the WCIU;
- To ensure the appropriate handling of sensitive investigations documentation and ensure appropriate distribution of documents;
- In consultation with the Judicial and Prosecutors Office and the Chief of War Crimes Investigation Unit, advise and assist team members in the preparation, development, planning and coordination of activities relevant to investigations, interviewing of victims and witnesses and the arrest of alleged perpetrators and the gathering of evidence, the attendance at crimes scenes and exhumation sites, preparation of official reports and prosecution investigation files;
- To advise and support in the development, implementation and evaluation of casework as necessary;
- To monitor and analyse the development and implementation of the agreed programme outputs;
- To review relevant documents and reports as well as to identify problems and issues to be addressed and propose corrective actions;
- To liaise with relevant internal and external stakeholders, as appropriate;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief of War Crimes Investigation Unit.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science, or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- At least two (2) years of management experience in investigations posts;
- Experience in the field of Criminal Investigations/ War Crime Investigations/ICTY investigations;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Experience in working on organised and serious crime cases;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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, both international and national staff, work towards deadlines and handle concurrent activities;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Training in International Criminal Investigations, in particular War Crimes Investigation.



The Investigator of the War Crimes Investigation Team reports to War Crimes Investigation Team Leader.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To conduct investigations, to undertake substantive investigation measures and to consolidate data;
- To examine all materials, prepares, plans, develop and coordinate activities relevant to investigations, interviewing of victims and witnesses and the arrest of alleged perpetrators and the gathering of evidence in consultation with the Judicial and Prosecutors Office. When required attend crimes scenes and exhumation sites, preparation of official reports and prosecution investigation files;
- To assist the Chief of War Crime Investigation Unit (WCIU) in the coordination of activities relevant to investigations and the preparation of official reports;
- To liaise with relevant internal and external stakeholders, as appropriate;
- To participate in the development, implementation and evaluation of casework as necessary;
- To monitor and analyse the development and implementation of the agreed programme outputs;
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the War Crimes Investigation Team Leader.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science, or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- Experience in the field of Criminal Investigations/ War Crime Investigations/ICTY investigations;
- 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;
- Experienced in utilizing material generated from various open source;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Experience in working on organised and serious crime cases;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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, both international and national staff, work towards deadlines and handle concurrent activities;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Training in International Criminal Investigations, in particular War Crimes Investigation;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Working knowledge of office procedures and equipment; ability to use of standard office software.

Title: **Surveillance Officer – EK 10226**

Employment regime: **Seconded**

Confirmed Vacancies: 4 Pending Vacancies: 0

The Surveillance Officer reports to Chief Surveillance Unit.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To coordinate and execute of surveillance and covert measures;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief Surveillance Unit.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science, or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- Substantial relevant professional experience in the field of Surveillance;
- Very good knowledge in handling and maintenance of audio/video and Telecommunication equipment;
- Special knowledge in surveillance techniques;
- Background in investigations, intelligence handling and covert measures;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in working with organized crime cases;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language;
- Experience in working with technical backup like lawful interception, GPS tracking devices.

Title: **Chief of Information Management Cell – EK 10237**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief of Information Management Cell reports to Chief of Staff (Special Police Department).

**1. Main tasks and responsibilities**

- To manage and coordinate the daily work of the Information Management Cell;
- To manage an effective communication and liaison with all professional relationships;
- To maintain good communication within the unit and distribute all relevant information to unit members;
- To supervise the maintenance and update of the database concerning likely risks/threats directly affecting the SPD Units' operations;
- To undertake any other related tasks as requested by the Chief of Staff (Special Police Department).

**2. Qualifications and experience**

**Essential:**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 11 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police / Military Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience including investigation and/or intelligence.

**Specification of experience**

- Indicative rank: Major\Captain rank or equivalent;
- Previous experiences in the area of Intelligence;
- Authorized to carry and issued a personal weapon;
- Very good interpersonal and communication skills, English both written and oral.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Working knowledge of special units.

Title: **Chief of Logistics Cell – EK 10239**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief of Logistics Cell reports to Chief of Staff (Special Police Department).

**1. Main tasks and responsibilities:**

- To direct, coordinate and control the work carried out by the subordinate personnel;
- To plan, manage and supervise logistics aspects of the SPD Units and HQ;
- To analyse, propose and solve logistical problems from the operational point of view;
- To deal with and define system and logistic activities (supplying, restocking, inventory, transports, IT, communication, maintenance and medical policy;
- To provide technical direction to the relevant personnel of Logistics Cell;
- To coordinate FPU Logistics Officers and Police Technicians within SPD Units;
- To ensure continuous knowledge of the activities that need to be accomplished and to assign priority according to the indications received from SPD management;
- To undertake any other related tasks as requested by Chief of Staff (Special Police Department).

**2. Qualifications and experience:**

**Essential:**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

**OR**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) of relevant and proven full-time professional experience;

**Specification of experience**

- At least ten (10) years of progressive professional experience;
- Indicative rank: Police Major/Captain rank or equivalent.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Previous experiences in the area of Logistics;
- Extensive knowledge of one of the following fields: Supply/Services & Inventory, IT & Comms, Transport, Finance, Procurement, Facility Management & Security and basic knowledge in the other fields;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances.

Title: **Supply, Services & Inventory Officer – EK 10242**

Employment regime: **Seconded**

Confirmed Vacancies: 1    Pending Vacancies: 0

The Supply, Services & Inventory Officer reports to the Chief of Logistics Cell.

### **1. Main tasks and responsibilities**

- To deal with all the supply needs regarding the Special Police HQ and the subordinate Units;
- To prioritize and coordinate the executive activities made by the Logistics in his area of competence;
- To collect, file and forward, draft, technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies in the SP Department;
- To collect and keep updated the inventory of assets;
- To perform any other tasks as required by the Chief of Logistics;
- To undertake any other related tasks as requested by the Chief of Logistics Cell.

### **2. Qualifications and experience**

#### **Essential:**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

#### **Specification of experience**

- A minimum of two (2) years of experience working within logistics (finance and procurement).

#### **Personnel Security Clearance**

- To be in a possession of Security Clearance at the level of EU.No Personnel Security Clearance is needed.

#### **Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Punctuality, commitment to quality, attention to detail, solid work ethics, willingness to work flexible working hours.

Title: **Transport/Armourer – EK 10243**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Transport/Armourer reports to the Chief of Logistic Cell.

**1. Main tasks and responsibilities:**

- To handle specialized maintenance of the weapons assigned at individual level and to the unit;
- To participate in shooting training, verifying the working and maintenance condition of each weapon involved in the exercise;
- To ensure together with the armoury personnel, a proper and orderly safekeeping of the unit's weaponry and ammunition;
- To manage the fleet of the department according to operational needs and implemented regulations;
- To coordinate and maintain the operational vehicle conditions in cooperation with EULEX Transport division;
- To coordinate all kind of vehicle transfers within the department;
- To coordinate installation and service of communication devices to fleet vehicles;
- To coordinate and arrange all necessary specialized vehicle training;
- To liaise with OPC in vehicle allocation issues of the department;
- To prioritize and coordinate the executive activities made by Logistics Cell in his/her area of competence;
- To provide advice and information on transport related matters;
- To undertake any other related tasks as requested by the Chief of Logistics.

**2. Qualifications and experience:**

**Essential:**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- A minimum of five (5) years of progressive professional experience in Police force or equivalent.
- Specialization as armourer;
- Basic knowledge of the most important weapons and, ammunition Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances.

Title: **Chief of Operation Cell – EK 10244**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief of Operation Cell, Special Police Department reports to Chief of Staff (Special Police Department).

**1. Main tasks and responsibilities:**

- To manage and coordinate the daily work of the Operation Cell;
- To manage and coordinate the duties of Operation Cell before, during and after special operations;
- To manage and coordinate actions between all SPD Units and other units / departments / divisions / organizations;
- To manage and coordinate both long term and urgent planning of all Operation Cell activities;
- To Manage all training activities of the Special Police Department;
- To prepare, chair and take part in briefings about operations and trainings with other units/departments/divisions/organizations;
- To gather, review, evaluate and elaborate operational orders and forward through the chain of command;
- To write orders about operative problem solving;
- To collect SOP;
- 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 undertake any other related tasks as requested by the Chief of Staff (Special Police Department).

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Police Science or other related university studies , where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Police Science or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

**Specification of experience**

- At least ten (10) years of progressive professional experience in police service;
- Major, Captain rank or equivalent;
- Authorized to carry and issued a personal weapon;
- Previous working experiences in the area of Operations.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.



**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations is desirable;
- Very good communication skills in English, written and spoken;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Operation Officer – EK 10245**

Employment regime: **Seconded**

Confirmed vacancies: 2    Pending Vacancies: 0

The Operation Officer reports to the Chief of Operation Cell.

## **1. Main tasks and responsibilities**

- To execute the daily work of the Operation Cell in shift routine, under the direction of the Chief;
- To execute the duties of the Operation Cell before, during and after special operations;
- To execute both long term and urgent planning of all Operation Cell activities;
- To prepare briefings about operations;
- 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 undertake any other related tasks as requested by the Chief.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Police Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

### OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Police Science or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience;

### OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least six (6) years of relevant and proven full-time police experience.

### **Specification of experience**

- At least five (5) years of progressive professional experience in police service;
- Authorized to carry and issued a personal weapon.

### **Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

### **Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous experience related to specialized units daily tasks and special operations;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Training Officer – EK 10247**

Employment regime: **Seconded**

Confirmed vacancies: 1    Pending Vacancies: 0

The Training Officer reports to Chief of Operation Cell.

**1. Main tasks and responsibilities:**

- To identify and solve training problems under the guidelines of the Head of SPD;
- To collect and prepare training programmes under the supervision of the Chief of the OPS Cell;
- To prepare briefings about training;
- To prepare, chair and take part in briefings about trainings with other units / departments / components / organizations;
- To support execution and coordination of the daily work of the Operation Cell under the supervision of the Chief of Operation Cell;
- To undertake any other related tasks as requested by the by the Chief of Operation Cell.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Police Science or other related university studies,, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Police Science or other related university studies,, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least six (6) years of relevant and proven full-time police experience.

**Specification of experience**

- Experienced in duration and preparing of police training /exercises / rehearsals;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Head of Supplementary Police Unit (SPU) – 10252**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending Vacancies: 0

The Head of Supplementary Police Unit (SPU) reports to Head of Special Police Department (SPD).

**1. Main tasks and responsibilities:**

- To manage the platoons and ensure implementation of the tasks given by the Head of SPD;
- To provide advice and operational support to Head of SPD and the Chief of Staff (SPD);
- To be responsible for operational planning and management of SPU tasks;
- To command SPU in Operations;
- To supervise the work of the Platoon Commanders and ensure that planning and execution of operations are adequately fulfilled;
- To provide comprehensive procedural documents related to SPU tasks;
- To maintain a high operational effectiveness of the unit;
- To coordinate with other units and conduct training, under the directions of SPD command;
- To develop professional contacts within EULEX and other counterparts;
- To ensure the requirement of staff discipline and behaviour are adhered to;
- To undertake any other related task as requested by the Head of Special Police Department.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of ten (10) years of relevant and proven full-time operational police experience.

**Specification of experience**

- Indicative rank of Major or Captain or equivalent;
- Five (5) years of managerial experience;
- Experience in managing operational of around one hundred police officers;
- Trained in public order policing techniques with command experience desirable;
- Authorized to carry and issued a personal weapon;
- Staff member is expected to live in the North.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- International experience, particularly in crisis areas with international organisations and in an international court.

Title: **Supplementary Police Unit Platoon Commander (SPU) – 10253**

Employment regime: **Seconded**

Confirmed vacancies: 1    Pending Vacancies: 0

The Supplementary Police Unit Platoon Commander (SPU) reports to Head of Supplementary Police Unit (SPU).

**1. Main tasks and responsibilities:**

- To be responsible for the operations of the platoon;
- To command the platoon in the field;
- To prepare, organise and carry out special tasks with regard to safety and security and liaise with all relevant parties as required;
- To plan duty rosters for the operations and coordinate training and leave plans of SUP Officers as appropriate;
- To monitor behaviour and compliance of SUP Officers with relevant guidelines, laws and regulations;
- To initiate, prepare, organise and carry out training programmes for the platoon in cooperation with the SPD training officer;
- To undertake any other related task as requested by the Head of Supplementary Police Unit (SPU).

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time operational police experience.

**Specification of experience**

- Indicative rank of Lieutenant or equivalent;
- Trained in public order policing techniques with command experience desirable;
- Possession of good technical skills in staff management, reporting tasks and communication;
- International policing experience desirable;
- Authorized to carry and issued a personal weapon;
- Staff member is expected to live in the North.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- International experience, particularly in crisis areas with international organisations and in an international court.

Title: **Supplementary Police Unit Officer (SPU) - EK 10254**

Employment regime: **Seconded**

Confirmed vacancies: 5 Pending Vacancies: 0

The Supplementary Police Unit Officer reports to the Supplementary Force Platoon Commander.

**1. Main tasks and responsibilities**

- To patrol in the assigned area of responsibility in order to guarantee safety and security of persons present in the area;
- To perform general policing tasks including visibility patrolling;
- To perform static and dynamic security tasks;
- To support and assist the Task Force Mitrovica in investigations;
- To participate in executive emergency operations whenever needed;
- To ensure security and assist with the evacuation/extraction of EULEX personnel when needed;
- To perform search and seizure operations and arrests, independently or in joint operations with Kosovo Police and/or KFOR;
- To undertake any other related task as requested by the Supplementary Force Platoon Commander.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police/Military Training, with a minimum of five (5) years of relevant and proven full-time operational police experience.

**Specification of experience**

- Authorized to carry and issued a personal weapon;
- Staff member is expected to live in the North.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Trained in public order policing techniques desirable International experience, particularly in crisis areas with multi-national and international organisations;
- International policing experience desirable Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

The Breacher Specialist reports to Chief of Intervention Group.

## **1. Main tasks and responsibilities**

- To be responsible for all the tasks dedicated to entry techniques and methods under the supervision of a SWAT Team Leader and direction of Intervention Group (IG) Chief;
- To perform special police operations and assist rapid entry / access for SWAT Team;
- To follow instructions given by SWAT Team Leader and /or IG Chief;
- To be able to assess a situation under stress pressure and to react accordingly always respecting prescribed law and regulations;
- To behave in a professional way at all times keeping in mind the aim of the mission, security of persons and human dignity with adapted manners to an international mission working in a multicultural environment;
- To undertake any other related tasks as requested by the Chief of Intervention Group.

## **2. Qualifications and experience:**

### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of ten (10) years of relevant and proven full-time police experience.

### **Specification of experience**

- Indicative rank: Warrant officer/police or equivalent;
- Minimum of five (5) years of experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit;
- Operational experience of minimum five (5) years in Intervention unit as entry specialist and strong experience on explosives and hydraulic devices;
- Authorized to carry and issued a personal weapon.

### **Personnel Security Clearance**

- No Personnel Security Clearance is needed.

### **Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances.

Title: **Technical Support Operator – EK 10258**

Employment regime: **Seconded**

Confirmed Vacancies: 1    Pending Vacancies: 0

The Technical Support Operator reports to Chief of Intervention Group.

**1. Main tasks and responsibilities:**

- To be responsible for all the tasks dedicated to a Technical support Team in Special Police operations or during crisis under the direction of the Intervention Group (IG) Chief;
- To perform special police operations with other mission police officers and with all relevant parties as required;
- To follow instructions given by SWAT Team Leader /IG Chief;
- To be able to assess a situation under stress pressure and to react accordingly always respecting prescribed laws and regulations;
- To update and develop EULEX mission methods and equipment for technical support;
- To behave in a professional way at all times keeping in mind the aim of the mission, security of persons and human dignity with adapted manners to an international mission working in a multicultural environment;
- To undertake any other related tasks as requested by the Chief of Intervention Group.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of ten (10) years of relevant and proven full-time police experience.

**Specification of experience**

- A strong knowledge in I.T., electronics, video and sound system used in Special Police Operations is required;
- Operational experience of minimum five (5) years in a Technical Support Team used for Special Police operations and experience of work under stress/high risk situations;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.



Title: **SWAT Operator – EK 10262**

Employment regime: **Seconded**

Confirmed Vacancies: 5    Pending Vacancies: 0

The SWAT Operator reports to SWAT Team Leader.

**1. Main tasks and responsibilities:**

- To be responsible for all the tasks dedicated to Intervention Group under the supervision of a SWAT Team Leader;
- To remain in good physical shape and well trained in order to keep a high level of preparation at any time regarding readiness to operate on high risk situations;
- To be able to assess a situation under stress pressure and to react accordingly always respecting prescribed laws and regulations;
- To develop guidelines, procedures for EULEX mission regarding intervention units tasks;
- To behave in a professional way at all times keeping in mind the aim of the mission, security of persons and human dignity with adapted manners to an international mission working in a multicultural environment;
- To undertake any other related tasks as requested by the SWAT Team Leader.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of eight (8) years of relevant and proven full-time police experience.

**Specification of experience**

- Minimum of five (5) years of experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit;
- Strong experience on High risk arrests;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Marksmen – EK 10264**

Employment regime: **Seconded**

Confirmed Vacancies: 1    Pending Vacancies: 0

The Marksman reports to Marksmen Team Leader.

**1. Main tasks and responsibilities:**

- To be responsible for all the tasks usually dedicated to a Marksman team under the supervision of a Marksman Team Leader;
- To perform special police operations including intervention, protection and reconnaissance operations with other EULEX mission police officers and with all relevant parties as required;
- To follow instructions given by Team Leader and work within a team efficiently with other colleagues of the IG to achieve units goals;
- To be able to assess a situation under stress pressure and to react accordingly always respecting prescribed laws and regulations;
- To develop EULEX Mission Marksman procedures for intervention, protection and reconnaissance operations;
- To behave in a professional way at all times keeping in mind the aim of the mission, security of persons and human dignity with adapted manners to an international mission working in a multicultural environment;
- To undertake any other related tasks as requested by the Marksmen Team Leader.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of eight (8) years of relevant and proven full-time police experience.

**Specification of experience**

- Minimum of five (5) years of experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit;
- Operational experience of minimum five (5) years in Intervention/Marksmen (Sniper) unit and experience on protection/counter sniping;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances.

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Special Police Department / Close Protection Unit

Title: **Close Protection Officer (SPD) – EK 10267**

Employment regime: **Seconded**

Confirmed Vacancies: 3   Pending Vacancies: 0

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The Close Protection Officer (SPD) reports to the Close Protection Team Leader (SPD).

**1. Main tasks and responsibilities:**

- To be responsible for in operational C/P operations;
- To conduct armed close protection of the HoM, visiting VIP or EULEX mission staff at risk;
- To provide personal security advice to members of the organization;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training;
- To carry out daily administration and operational planning for daily C/P activities;
- To provide comprehensive procedural documents with respect to C/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To assist in coordination of VIP visits with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organizations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission C/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Close Protection Team Leader (SPD).

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and a minimum of five (5) years of relevant and additionally proven full-time professional experience in close protection;

**OR**

- Equivalent education in Police /Military Academy and at least five (5) years of relevant and proven full-time professional experience in close protection.

**Specification of experience**

- Demonstrated ability in providing effective operational planning for a Close Protection Team;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Trained in close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances.

Title: **Migration Advisor – EK 10292**

Employment regime: **Seconded**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Migration Advisor reports to the Chief of Advisory Unit on Internal Matters.

**1. Main tasks and responsibilities :**

- To contribute, on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular in areas related to migration, with a particular emphasis on the visa liberalisation roadmap;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, accountability, human rights and gender issues, etc.;
- To monitor and mentor the process of approximating and harmonizing national legislation with the "acquis communautaire", and ensuring the compliance of draft legislation with EU legislation as well as the proper enforcement of the relevant legislation in the field of migration and visa policy;
- To support the establishment of best practices in migration management, including irregular migration control, labour and facilitated migration, counter-trafficking, as well as developing links between migration and development;
- To advise on visas issues and foreigners matters and to support the local authorities in the establishment of the visa regime and the implementation of the legislation related to these issues;
- To assist the Ministry of Internal Affairs (MoIA) in developing and implementing a methodology and plan for inland detections in order to improve the Kosovo authorities' capacity to prevent, detect and investigate trafficking in human beings and the facilitation of irregular migration;
- To assist the adoption of the measures defining the liability of carriers, including financial penalties, to return third-country nationals who do not meet the conditions of entry to Kosovo;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To contribute to coordination at operational level with other organisational units, in particular the Police Strengthening Department and the Border Management Department;
- To liaise, as appropriate, with other external stakeholders;
- To undertake any other related tasks as requested by the Chief of Advisory Unit on Internal Matters.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, International Law or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) of relevant and proven full-time professional experience;

**OR**

- Successful completion of a full course of university studies attested by a degree in Law, International Law or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years of professional experience in a public administration or other relevant institution, dealing with migration issues;
- Knowledge and proven experience in the visa liberalisation process with the Western Balkans;
- Experience in liaising with governmental authorities as well as with national and international institutions.

**Personnel Security Clearance**

- To be in possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Personal commitment, efficiency and drive for results, and problem solving skills;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Strong interpersonal and organizational skills; strategic and creative thinking;
- Knowledge of Albanian and/or Serbian language.

The Professional Standards Unit Officer reports to the Head of Police Strengthening Department.

## 1. Main tasks and responsibilities

- To contribute, on the strategic level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) the senior staff of Kosovo Police Directorate of Professional Standards;
- To liaise on a regular basis, with the Police Inspectorate of Kosovo (PIK) Advisors of the ministry Monitoring Unit in the Strengthening Division;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to disciplinary offences;
- To advise senior KP staff on measures required to act in concordance with the aims and objectives of the Mission Implementation Plan (MIP);
- To advise senior KP staff on the required commitment to the Mission Implementation Plan (MIP), 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, mentor and monitor the KP 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 related tasks as requested by the Head of Police Strengthening Department.

## 2. Qualifications and experience

### Essential:

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and after having obtained the university degree at least nine (9) years of relevant and proven full-time police experience;

### OR

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and after having obtained the university degree at least ten (10) years of relevant and proven full-time police experience;

### OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least ten (10) years of relevant and proven full-time police experience.

**Specification of experience**

- Indicative rank: Captain/Chief-Inspector or above;
- Two (2) years as supervisor/manager of a unit or team within the required field of specialisation
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach;
- Supervisory experience of major case handling.

**Personnel Security Clearance**

- To be in possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.



The Advisor to Directorate of Major Crime Investigation reports to the Advisor to Department for Criminal Investigations.

**1. Main tasks and responsibilities:**

- To contribute, on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA);
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to major and serious criminal offences in line with Mission mandate and priorities;
- To provide technical, tactical and constructive advice to support, mentor and monitor national staff in relation to initiating pro-active and re-active operations to reduce and disrupt major and serious crime within Kosovo and to provide guidance with complex and diverse enquiries in line with Mission mandate and priorities;
- To assist KP in developing professional working relationships with neighbouring states and other European countries in order to increase cooperation in the investigation of cross border major /serious crime;
- To coordinate closely with other relevant organisational units;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Advisor to Department for Criminal Investigations.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree, at least ten (10) years of relevant and proven full-time police experience;

**OR**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree, at least eleven (11) years of relevant and proven full-time police experience;

**OR**

Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience

**Specification of experience**

- At least two (2) years of experience as a supervisor/manager of a unit or team within the required field of specialisation;
- At least five (5) years of experience at upper/middle management level;
- Minimum indicative rank of Major, Chief Inspector/Captain or equivalent in police force;
- Active approach in problem solving;
- Supervisory experience of major case handling;
- Very good communication skills, both written and oral.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Advisor to Directorate for Trafficking Human Beings Investigation - EK 10331**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor to Directorate for THB Investigations reports to the Advisor to Department Against Organized Crime.

**1. Main tasks and responsibilities:**

- To contribute, on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) regarding investigation of trafficking of human beings;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to trafficking human beings in line with Mission mandate and priorities;
- To liaise with the Ministry of Justice, OSCE, IOM and other agencies that could support investigations on trafficking of human beings in line with the Mission mandate and priorities;
- To monitor KP trafficking of human beings investigations; information gathering and operations issues within his/her assigned section (investigations supervision/coordination) in line with the Mission mandate and priorities;
- To coordinate closely with other relevant organisational units;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Advisor to Department Against Organized Crime.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree, at least ten (10) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree, at least eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

**Specification of experience**

- A minimum rank of Chief inspector /Captain or equivalent in a police service;
- Active approach in problem solving;
- Good managerial skills;
- Very good communication skills, both written and oral.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous:**

- Background in Organised Crime investigations and undercover operations, especially in trafficking of human beings;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

The Regional Advisor reports to the Advisor to the Deputy Director General of Operations.

## **1. Main tasks and responsibilities:**

- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To contribute to the implementation of the Mission’s policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To advise and support on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the regional Commander regarding planning for pro-active and re-active police operations and, in case of need, correct improper decisions;
- To assist KP Regional Management in developing internal professional working relationships and coordination with neighbouring police units;
- To liaise and cooperate with other Kosovo and international stakeholders operating into the Region;
- To undertake any other related tasks as requested by Advisor to the Deputy Director General of Operations.

## **2. Qualifications and experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Police Sciences, where the normal duration of university education in the country awarded is four (4) years or more and after having obtained the university degree at least ten (10) years of relevant and proven full-time police experience;

### OR

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Police Sciences, where the normal duration of university education in the country awarded is three (3) years or more and after having obtained the university degree at least eleven (11) years of relevant and proven full-time police experience;

### OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more, and, at least eleven (11) years of relevant and proven full-time police experience.

### **Specification of experience**

- At least five (5) years of experience at the senior management level in command of a district or specialist department;
- Indicative rank: Captain/Chief inspector or equivalent.

### **Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of and experience in project management.
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

The Mobile Advisor (Regional Advisory Unit) reports to the Advisor to Deputy Director General Operations.

## **1. Main tasks and responsibilities**

- To work as a member of the Regional Advisory Unit which will include travelling within the theatre of operations to advise on or review current KP procedures and providing advice and direction to KP;
- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) under a mobile team concept;
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organizational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To contribute to the implementation of the Mission’s policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To collect and collate “on spot” performance statistics that relate to Kosovo’s criminal justice system, as part of the Mission’s benchmarking processes covering all of Kosovo;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To maintain statistics, records or other documentation as it relates to the Mission Implementation Plan (MIP) and reporting on the status of Mission Implementation Plan (MIP) efforts as required.
- To liaise with the Kosovo Police on the Mission Implementation Plan (MIP) regarding any activities within his/her area of responsibility;
- To gather, collect, analyse all the necessary information and to compile the monthly reports according with the mission program and directives as it relates to the Mission Implementation Plan (MIP);
- Other duties as assigned to include providing aggressive MMA in support of the Mission Implementation Plan (MIP) 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 related tasks as requested by the Advisor to Deputy Director General Operations.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and after having obtained the university degree at least five (5) years of relevant and proven full-time police experience in a similar position;

### OR

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and after having obtained the university degree at least six (6) years of relevant and proven full-time police experience in a similar position;

### OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least six (6) years of relevant and proven full-time police experience in a similar position.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.



Title: **Advisor to Deputy Director General Resources Management – EK 10336**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor to Deputy Director General Resources Management reports to the Head Police Strengthening Department.

## **1. Main tasks and responsibilities**

- To act as direct counterpart to the Kosovo Police Deputy Director General of Resources;
- To contribute, on the strategic level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) the senior staff of Kosovo Police;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to general policing issues in line with Mission mandate and priorities;
- To provide technical, tactical and constructive advice, and to support, mentor and monitor KP leadership in relation to initiating pro-active and re-active approach in the field of general policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities;
- To coordinate closely with other relevant organizational units;
- To assist the KP Deputy Director General in identifying training needs and staff development for all KP personnel in line with Mission Implementation Plan (MIP);
- To assist the KP Deputy Director General in developing internal and external professional working relationships across the spectrum of the Kosovo Police portfolio at a senior management level.
- To facilitate police coordination and information exchange;
- 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 Mission Implementation Plan (MIP);
- To make relevant recommendations for further development in the area of responsibility of the KP Deputy Director General in line with Mission Implementation Plan (MIP);
- To undertake any other related tasks as requested by the Head of Police Strengthening Department.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

### **OR**

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and after having obtained the university degree at least eleven (11) years of relevant and proven full-time professional experience;

### **OR**

- Successful completion of a full course in Police Academy with duration of three (3) years or more and at least eleven (11) years of relevant and proven full-time police experience.

### **Specification of experience**

- Rank: Colonel/Chief Superintendent or equivalent;
- At least eight (8) years of experience at a strategic command level with broad professional experience in all aspects of Police management;

- Excellent negotiation and problem-solving skills;
- Very good personal and communications skills, both written and oral;
- Experience in managing HR issues including training and staff development;
- Experience in managing or working with financial systems and budgeting.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Analyst Financial Intelligence Unit (FIU) – EK 10340**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Analyst Financial Intelligence Unit reports to the Head of Police Strengthening Department.

**1. Main tasks and responsibilities:**

- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) the analytical work of the FIU;
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To advise and support the conduct of inputting complex financial data into the FIU database(s);
- To advise and support intelligence searches on FIU and external registers and databases;
- To advise and support the production of financial intelligence reports for dissemination to the appropriate authorities concerning possible money laundering or terrorism financing violations;
- To advise and support the conduct internal audits of the methodology utilized by the FIU related to the accessing, processing, analysing, compiling and disseminating complex financial data;
- To advise and support FIU/IT personnel in developing and improving existing databases;
- To exercise limited executive responsibilities in this field;
- To undertake any other related tasks as requested by the Advisor of FIU.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Economics, Finance or Public Administration or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least three (3) years of relevant and proven full-time police experience especially in the field of Financial Intelligence;

**OR**

- Successful completion of a full course of university studies attested by a degree in Economics, Finance, or Public Administration or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time police experience especially in the field of Financial Intelligence;

**OR**

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least four (4) years of relevant and proven full-time police experience especially in the field of Financial Intelligence.

**Speciation of 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;
- Proficient in computer skills and software applications.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Station Advisor (Mitrovica Region) – EK 10343**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Station Advisor reports to the Regional Advisor Mitrovica Region.

## 1. Main tasks and responsibilities:

- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) at police station level in the North;
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To contribute to the implementation of the Mission’s policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To collect and collate “on spot” performance statistics that relate to Kosovo’s criminal justice system, as part of the Mission’s benchmarking processes covering all of Kosovo;
- To liaise with relevant international stakeholders operating in the region at the appropriate level;
- As required, advise and mentor local counterparts in a structured manner in line with the Mission’s planning documents;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other tasks as requested by Regional Advisor Mitrovica Region.

## 2. Qualifications and experience

### Essential

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least six (6) years of relevant and proven full-time police experience.

### Specification of experience

- At least six (6) years of extensive operational police experience within the required field of specialisation;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Staff member is expected to live in the North.

### Personnel Security Clearance

- No Personnel Security Clearance is needed.

### Advantageous:

- Previous International policing experience
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Serbian language.

The Customs Investigations Advisor reports to the Head Border Management Department.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) with regard to Customs Investigation duties;
- To monitor, mentor and advise the relevant Kosovo Customs Directorates on the strategic and operational management and development of the Enforcement functions dealing with intelligence and investigation;
- To monitor, mentor and advise the Kosovo Customs involved directors on managerial control regimes,
- To advise on the enforcement element of the Customs Service Annual Operational Management Plan in relation to Intelligence and Investigation issues;
- To monitor, mentor and advise the high revenue risk control regime in relation to intelligence and investigation;
- To monitor, mentor and advise in the collect and disseminate of information from varied sources;
- To monitor, mentor and advise that intelligence information is properly handled, disseminated, stored and contributes to the effectiveness of Kosovo Customs law enforcement efforts;
- To advise and report to the Head of the Customs Component on any Law Enforcement strategic and operational activities related to Intelligence and Investigation; recommend correction/intervention when assessed needed;
- To monitor, mentor, advise and assist in improving the capability to deprive criminal attacks on revenue flow to the Kosovo Consolidated Budget by means of targeted enforcement activity;
- To monitor, mentor and advise the Ministry of Finance and Economy fiscal policy decision-making process in relation to Intelligence and Investigation from the Enforcement perspective through Kosovo Customs Directorates and/or EULEX Head of Customs;
- To assist in developing customs liaison with Enforcement counterparts in other Customs services in relation to intelligence and investigation;
- To represent the Customs Component in other EULEX units involved in intelligence collection and dissemination;
- To represent the Customs Component on all customs related intelligence related matters with other international organizations including KFOR that can assist the Head of Customs;
- To work closely with the Customs Anti-smuggling and Risk Assessment Advisor to ensure a professional EU Best Practise approach in areas within Law Enforcement not covered in the job description;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Head Border Management Department.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Management or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and after having obtained the university degree at least seven (7) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Management or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and after having obtained the university degree at least eight (8) years of relevant and proven full-time professional experience.

**Specification of experience**

- Minimum of five (5) years of professional experience in a middle/higher management position in a European Union customs administration and proven experience in the field of customs Law Enforcement, mainly in the fields of Intelligence and Investigation.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Albanian and/or Serbian language;
- Ability to monitor/mentor/advise local counterparts;
- Theoretical knowledge of current Personnel Management/HRM systems, thinking and “best practice”;
- Experienced in Corporate Service or Support Function reviews;
- Ability to perform under stress and in difficult circumstances;
- Driving licence of Category C.

Title: **Border Police Monitor to Airport Document Unit – EK 10363**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Border Police Monitor to Airport Document Unit reports to the Team Leader – Airport Team.

**1. Main tasks and responsibilities:**

- To act as a mentor/advisor to the Document Advisor Unit of Border Police in his/her every day activities and monitor all border issues relevant to his/her assigned position;
- To assist the KP document advisor in examining travel and identification documents;
- To monitor the cooperation of the document advisor unit with the Public Prosecutor;
- Other duties as assigned to include providing aggressive MMA in support of the Mission Implementation Plan (MIP) actions, assigned to special projects;
- To support the operations at the at the border and boundary common crossing points if needed
- To undertake any other related tasks as requested by the Team Leader – Airport Team.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of ten (10) years of relevant and proven full-time Police experience.

**Specification of experience**

- Minimum of five (5) years of relevant and proven full-time Document Examination experience;
- Experience and knowledge of Document Forgery Detection Devices;
- Experience and proven full-time Passport Control Experience;
- Experience in international law enforcement operations in the area of Border policing.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.



The Border Police Monitor reports to Team Leader – Airport Team.

**1. Main tasks and responsibilities:**

- To act as a mentor/advisor to the KP Investigation Unit of Border Police in his/her every day activities and monitor all border issues relevant to his/her assigned position;
- To monitor all relevant Airport Investigation and Intelligence issues focusing on tactical, legal and administrative requirements;
- To monitor the intelligence gathering at the Airport e.g. during interrogation;
- To monitor the cooperation of the KP Investigation Unit with public prosecutors and other investigation and intelligence units;
- To support the operations at the at the border and boundary common crossing points if needed
- To undertake any other related tasks as requested by the Team Leader – Airport Team.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of ten (10) years of relevant and proven full-time police experience.

**Specification of experience**

- Minimum of five (5) years of relevant and proven full-time Investigation and Intelligence experience;
- Experience in international law enforcement operations in the area of border policing.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous**

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Border Police Monitor to Airport KP Arrival & Departure Section – EK 10365**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Border Police Monitor reports to Airport Team Leader.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) with regard to border police procedures and duties;
- To guide and advise the KP Arrival and Departure Section Police in his/her every day activities and monitor all border issues relevant to his/her assigned position;
- To guide and assist the KP in checking identification documents;
- To guide and assist KP in border crossing procedures;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To support the operations at the border and boundary common crossing points if needed;
- To undertake any other related tasks as requested by the Head of Border Management Department.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education, with a minimum of ten (10) years of relevant and proven full-time professional experience;

OR

- Equivalent Police education in Police Academy and at least ten (10) years of relevant and proven full-time professional experience.

**Specification of experience**

- Minimum of five (5) years of relevant and proven full-time Passport Control experience;
- Basic knowledge of Document Forgery Detection;
- Experience in international law enforcement operations in the area of Border policing;
- Working knowledge of the ICAO Regulation (International Civil Aviation Organisation).

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous:**

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Chief Human Resources Training and Development Unit – EK 10409**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief Human Resources Training and Development Unit reports to the Head of Human Resources Office.

## **1. Main tasks and responsibilities**

- To direct, supervise and coordinate the Human Resources Training and Development Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for proposing to the Head of Human Resources Office the setting up and implementation of relevant Mission internal strategies, policies and procedures fully in line and in support of the Mission's overall strategies and operational needs;
- To ensure the development and implementation of an effective induction training for all staff joining the Mission;
- To assess training needs throughout the Mission at all levels in coordination with Mission management and line managers and develop new training and staff development programs or modify existing programs;
- To plan and organise trainings and other staff development activities;
- To evaluate the effectiveness of training and staff development programs and improve them;
- To develop and organize training manuals, multimedia visual aids, and other educational materials;
- To enhance and manage the staff performance management process centred around Performance Evaluation Reports with the aim of improving organisational performance;
- To develop and implement a staff succession system including tools such as handover notes, advice on specific training to newcomers and coaching;
- To chair the Recreational Advisory Board and contribute to employee welfare and engagement;
- To undertake any other related tasks as requested by the Head of Human Resources Office.

## **2. Qualifications and experience:**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Human Resources, Business Administration, Industrial / organisational psychology or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least seven (7) years of relevant and proven full-time professional experience.

### **Specification of experience**

- At least seven (7) years of professional experience in HR, training and development and / or performance management;
- At least five (5) years of management experience;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

### **Personnel Security Clearance**

- To be in a possession of Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.