

# EUROPEAN EXTERNAL ACTION SERVICE



## ANNEX I

### 3-2014 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>21 November 2014 ( 17h00 Brussels time)</b>					
<b>Job Titles/Vacancy Notice:</b>	<b><u>Seconded/Contracted</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 20005	International Secretary for the Head of Mission	0	1	1	Jan-15
	EK 20008	Operational Officer to the Head of Mission	0	1	1	Jan-15
	EK 20010	Special Assistant to the Deputy Head of Mission	1	0	1	Apr-15
	EK 20022	Financial Verification Officer	0	1	1	Jan-15
	EK 20037	Joint Operations Officer / SSD	0	1	1	Jan-15
	EK 20062	Head of Press and Public Information Office	0	1	1	Jan-15

\* International staff contracted by the Mission

\* Pending the approval of the tour of duty extension

EK 20063	Press and Public Information Officer	1	0	1	Mar-15
EK 20071	Special Assistant to the Head of Executive Division	0	1	1	Jan-15
EK 20076	Special Assistant to the Deputy Head of Executive Division (Chief EULEX Prosecutor)	0	1	1	Jan-15
EK 20078	Legal Officer	3	1	4	1 in Jan, 3 in Mar-15
EK 20086	Forensic Doctor	0	1	1	Jan-15
EK 20088	Forensic Anthropologist/ Identification Coordinator	0	1	1	Jan-15
EK 20094	Judge in Special Chamber of the Supreme Court (privatisation matters)	1	0	1	Jan-15
EK 20095	Legal Officer in the Special Chamber of the Supreme Court (privatisation matters)	0	1	1	Jan-15
EK 20096	Criminal Judge at the Supreme Court/ Appellate Court	0	5	5	Jan-15
EK 20097	Legal Officer at the Supreme Court/ Appellate Court	1	2	3	2 in Jan, 1 in Mar-14
EK 20100	Criminal Judge at Mobile Unit for Basic Court level	0	1	1	Jan-15
EK 20101	Legal Officer at Mobile Unit for Basic Court level	1	1	2	1 in Jan, 1 in Mar-15
EK 20102	Appeals Judge for KPA Appeals	0	1	1	Jan-15
EK 20107	Legal Officer to the Kosovo Property Claims Commission	0	1	1	Jan-15
EK 20161	Deputy Chief of Border/ Boundary Unit North	0	1	1	Jan-15
EK 20180	Legal Expert	0	1	1	Jan-15

EK 20185	Kosovo Prosecutorial Council Advisor	0	1	1	Jan-15
EK 20187	Mobile Monitor	0	4	4	Jan-15
EK 20195	Customs Investigations Advisor	0	1	1	Jan-15
EK 20206	Correctional Advisor	0	1	1	Jan-15
EK 20258	Medical Doctor (General Practitioner-General Medicine Specialist)	1	0	1	Jan-15
EK 20267	Chief HR Planning and Recruitment	0	1	1	Jan-15
EK 20325	Close Protection Deputy Team Leader	0	1	1	Jan-15
EK 20326	Close Protection Operator	0	1	1	Jan-15
EK 20329	Mission Security Officer	0	3	3	Jan-15
EK 20337	Mission Security Officer (Special Investigative Task Force)	1	0	1	Jan-15
EK 20341	Senior Legal Officer (Secretariat of the Human Rights Review Panel)	0	1	1	Jan-15
EK 20407	Finance and Accounting Officer	0	1	1	Jan-15
EK 20411	Human Resources Officer	0	1	1	Jan-15
EK 20420	Legal Officer - Prosecutorial Operations	0	1	1	Jan-15
EK 20425	Investigation Team Leader	0	1	1	Jan-15
EK 21005	Court Services Expert	0	1	1	ASAP
EK 21007	Translation and Interpretation Expert	0	1	1	ASAP

EK 21010	Spokesperson	0	1	1	ASAP
EK 21011	Human Resources Expert	0	1	1	ASAP
EK 21013	Procurement Expert	0	1	1	ASAP
EK 21016	Court Facilities Management Expert	0	1	1	ASAP
<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 20007	Coordinator North	0	1	1	Jan-15
EK 20011	International Gender Advisor	0	1	1	Jan-15
EK 20012	Operational Officer to the Deputy Head of Mission	0	1	1	Jan-15
EK 20016	Chief of Internal Investigations Unit	0	1	1	Jan-15
EK 20025	Chief of Staff	1	0	1	Jan-15
EK 20032	Project Officer	0	1	1	Jan-15
EK 20036	Joint Operations Room Shift Leader	0	4	4	Jan-15
EK 20038	Joint Operations Room Police Operator	0	1	1	Mar-15
EK 20056	Deputy Head of Human Rights and Legal Office	0	1	1	Jan-15
EK 20070	Head of Executive Division	0	1	1	Jan-15
EK 20080	Deputy Chief of Special Prosecution Office	1	0	1	Mar-15
EK 20111	Assistant Deputy Head of Executive Division (Police)	0	1	1	Jan-15
EK 20112	Liaison/Coordination Officer	0	3	3	2 in Jan, 1 in Feb-15

EK 20116	Coordination Officer	0	1	1	Feb-15
EK 20121	Informant Handler	0	1	1	Mar-15
EK 20122	Special Liaison Intelligence Officer	0	1	1	Jan-15
EK 20125	EU Office for Criminal Intelligence Desk Officer/ Office Manager	0	1	1	Jan-15
EK 20126	EU Office for Criminal Intelligence IT Administrator	0	1	1	Jan-15
EK 20128	Regional Criminal Intelligence Officer	0	1	1	Feb-15
EK 20135	Chief of Organised Crime Investigation Unit	1	0	1	Mar-15
EK 20137	Serious Crime Investigator	4	14	18	5 in Jan, 7 in Feb, 5 in Mar, 1 in Apr-15
EK 20141	Chief of Staff, SPD	0	1	1	Jan-15
EK 20144	Planning, Operations and Training Officer	0	1	1	Jan-15
EK 20153	SWAT Team Leader	0	1	1	Jan-15
EK 20154	SWAT Operator	0	10	10	8 in Feb, 2 in Apr-15
EK 20160	Chief of Border/ Boundary Unit North	0	1	1	Jan-15
EK 20162	Border Police Officer	1	3	4	1 in Jan, 3 in Feb-15
EK 20170	Head of Strengthening Division	1	0	1	May-15
EK 20178	Advisor in DCAM (Migration)	0	1	1	Jan-15
EK 20190	Chief Advisory Unit on Border Matters	0	1	1	Jan-15

EK 20192	Customs Procedures and Post Clearance Audit Advisor	0	1	1	Jan-15
EK 20194	Customs Anti-smuggling and Risk Assessment Advisor	0	1	1	Jan-15
EK 20196	Anti-Corruption and Internal Governance Advisor	0	1	1	Jan-15
EK 20199	Border Police Advisor to the Directorate for Migration and Foreigners	0	1	1	Jan-15
EK 20201	Border Police Mobile Monitor	0	2	2	1 in Dec-14, 1 in Feb-15
EK 20218	Professional Standard Unit Officer	0	1	1	Apr-15
EK 20223	Mobile Advisor	1	0	1	Feb-15
EK 20229	Regional Advisor to Deputy Regional Commander	0	1	1	Jan-15
EK 20233	Station Advisor	0	5	5	2 in Jan, 3 in Feb-15
EK 20260	Psychologist	0	1	1	Jan-15

<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. <b>National Authorities</b> 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 <a href="mailto:Antigone.MARANA@ext.eeas.europa.eu">Antigone.MARANA@ext.eeas.europa.eu</a></p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources Tel: +381 38 28 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 documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to candidates seconded by Member States.

**Tour of Duty/Contract Period** – Subject to the adoption of a 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.

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

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

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

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

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

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

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

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

**Training** – eHest : <https://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 EUCL.

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

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

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

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

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

**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

### 3-2014 EULEX KOSOVO Call for Contributions

#### Job descriptions

Office of the Head of Mission

HoM Secretariat

Title: **International Secretary for the Head of Mission – EK 20005**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Secretary**

Confirmed Vacancies: 1                      Pending Vacancies: 0

The International Secretary for the Head of Mission reports to the Head of Mission.

#### 1. Main tasks and responsibilities:

- To assist the Head of Mission with the daily tasks;
- To manage the calendar of meetings and appointments of the Head of Mission;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems;
- To take minutes at meetings and conferences, as well as prepare draft reports and documents for Head of Mission;
- To receive and distribute all correspondence as routed by the Head of Mission to the appropriate official, staff members as destined;
- To follow up on all travel schedules for the Head of Mission, including liaising with Mission Support Department for authorization, entitlements and flight reservations, etc;
- To monitor attendance, sick leave and annual leave of all staff in the Office of the Head of Mission;
- To check and ensure sufficient stock of stationary materials are kept in the office for usage by all staff;
- To conduct administrative tasks required by the Head of Mission;
- To send invitations by phone and written, booking of facilities, etc;
- To undertake any other related tasks as required by the Head of Mission.

#### 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 full-time professional experience.

##### Specification of experience

- At least (five) 5 years of experience in a similar position.
- Good understanding of Rule of Law and/or Civilian Crisis Management interventions - especially training aspects;

##### 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;
- Ability to work under tight deadlines with minimal supervision.

Title: **Operational Officer to the Head of Mission – EK 20008**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                  Pending Vacancies: 0

The Operational Officer reports to the Head of Mission.

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

- To assist the Head of Mission in his/her functions by ensuring a smooth running of the Head of Mission office;
- To receive, oversee and file incoming and outgoing correspondence including EU Classified Information, and to maintain an interoffice filing system;
- To assist the Head of Mission in drafting documents;
- To ensure the proper handling of documentation and files within the office of the Head of Mission;
- To assist the Head of Mission in preparing presentations and materials;
- To accompany the Head of Mission as required to internal meetings and events and make necessary preparations as well as minutes taking; prepare draft reports and documents for the Office;
- To undertake any other related tasks as required by the Head of Mission.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Business or Public Administration, International Relations or Diplomacy 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 a similar position;

### OR

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration or Diplomacy 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 a similar position.

### OR

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

### **Specification of experience**

- Excellent drafting and reporting skills;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision;
- 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 SECRET UE/ EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Experience in an international police or rule of law mission;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to work to tight deadlines with minimal supervision;
- Ability to perform under stress and in difficult circumstances.

Title: **Special Assistant to the Deputy Head of Mission – EK 20010**

Employment regime: **Seconded/Contracted**

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

Confirmed vacancies: 0                      Pending vacancies: 1

The Special Assistant reports to the Deputy Head of Mission.

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

- To assist the Deputy Head of Mission in operationalizing the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP); To assist the Deputy Head of Mission in his/her functions by ensuring a smooth running of the Mission, including by following up on tasking independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To maintain contacts with the different organisational units under the Deputy Head of Mission 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;
- To draft documents where appropriate on behalf of the Deputy Head of Mission;
- To assist the Deputy Head of Mission with aspects of Mission visibility, e.g. preparing presentations and materials;
- To accompany the Deputy Head of Mission to meetings and events as required, making all necessary preparations and taking minutes;
- To prepare draft reports and documents for the Office;
- To undertake any other related tasks as required 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 Political Sciences, International Relations 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 a similar position;

#### **OR**

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations 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 a similar position.

#### **Specification of experience**

- Good drafting and reporting skills;
- Good understanding or experience of Rule of Law and/or Civilian Crisis Management interventions.

#### **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.

Title: **Financial Verification Officer – EK 20022**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                  Pending Vacancies: 0

The Financial Verification Officer reports to the Head of Mission.

**1. Main tasks and responsibilities:**

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer responsible for verifying the operational and financial aspects of each operation;
- To control that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations (Financial Regulations, Guide to missions, European Commission's Communication related to the employment of international and local staff etc.);
- To check, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;
- 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, Accounting or Banking and Insurance, 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 Audit, Economics, Finance, Accounting or Banking and Insurance, 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**

- Excellent analytical, research and problem-solving skills;
- Excellent drafting skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems.

**Personnel Security clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Previous experience in EU institutions;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;



- International experience, particularly in crises areas with multi-national and international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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: **Joint Operations Officer / SSD – EK 20037**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Joint Operations Officer reports through the Shift Leader to the Chief of the Joint Operations Room, while keeping the Senior Mission Security Officer fully informed on all relevant developments.

## 1. Main tasks and responsibilities

- To monitor all Mission activities assigned, in particular staff movements in the north of Kosovo, and act as the initial point of contact for headquarters and mission personnel as required;
- To monitor the security situation in the mission area as well as to collect, collate, analyse, assess and disseminate information relevant for the implementation of the Mission's mandate as well as the general security situation, including the analysis of relevant trends ;
- To support and track all operational Security and Safety Department (SSD) movements and coordinate, as required, SSD response;
- To act as focal point for the Watchkeepers' Capability and keep them informed of relevant developments;
- To be responsible – under the guidance of the Air Operations Manager – to execute all helicopter operations, including the necessary liaison with the relevant KFOR and Pristina International Airport points of contact;
- To contribute to the production/maintenance of the Joint Operations Room contact lists, emergency notification charts including check lists and other databases, reports or briefings;
- To maintain the Joint Operations Room maps and visual aids, as appropriate;
- To collect, analyse and maintain all incoming security reports/information from different resources within mission area and provide a daily summary to Security Information Analyst Unit;
- To prepare, produce and disseminate reports and products as per SOPs;
- Operate means of secure communications;
- To provide updated information and analysis of major crises or disasters, which could affect the Mission's operations or staff members and to inform staff in the area concerned through the Security and Safety Department;
- To alert and inform senior management and respective Security and Safety Department staff of important developments;
- To assist Joint Operation Room Police Operators as required;
- To undertake any other related tasks as requested by the Head of the EULEX Joint Operations Room.

## 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

- Equivalent Police/Military Academy education or successful completion of a full course in 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;
- Excellent analytical, organisational, planning, and time-management skills;
- Relevant experience in handling EU classified information;
- Excellent radio communication skills;
- Thorough understanding of applicable EU rules and regulations in the area of security and safety

**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;
- 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: **Head of Press and Public Information Office (PPIO) – EK 20062**

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.

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

- To direct and supervise the work of 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;
- To publish a corporate magazine;
- To undertake any other related tasks as requested by the 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;

### **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: **Press and Public Information Officer (PPI Officer) – EK 20063**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0      Pending Vacancies: 1

The Press and Public Information Officer reports to the Head of Press and Public Information Office (PPIO).

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

- To support the Head of Office in managing the PPIO and to deputise for the Head of Office in his/her absence;
- To be the focal point for press and public information work and strategic communication in the North of Kosovo and be the direct supervisor of the office staff working in this area;
- To be responsible for analysing the public image and to create and promote media campaigns in support of a transparent public image of EULEX Kosovo;
- To assist in drafting press releases and to act as EULEX Kosovo spokesperson when required;
- To undertake any other related tasks as requested by the Head of Office.

## **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 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 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 eight (8) years of relevant and proven full-time professional experience.

### **Specification of experience**

- Excellent analytical abilities and drafting skills in English.
- At least seven (7) years of experience related to media and/or public information;
- Strategic communication skills;
- Managerial track record.

### **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 interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Good knowledge of Serbian language.

Title: **Special Assistant to the Head of Executive Division – EK 20071**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                  Pending Vacancies: 0

The Special Assistant to the Head of Executive Division reports to the Head of Executive Division.

**1. Main tasks and responsibilities:**

- To assist the Head of Division 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 monitoring, mentoring and advising (MMA);
- To assist the Head of Division in his/her functions by ensuring a smooth running of the Department, 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 Division 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 Division;
- To ensure the proper handling of documentation and files within the office of the Head of Division, including the handling of EUCI;
- To assist the Head of Division with aspects of Mission visibility, e.g. preparing presentations and materials;
- To accompany the Head of Division 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 Division;
- To assist the Head of Division in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as required by the Head of Division.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Political 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 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 degree in Law, Business or Public Administration, Political 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 six (6) years of relevant and proven full-time professional experience.

**Specification of experience**

- Extensive experience as a personal assistant to a higher level position.



**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**

- 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 understating 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.

**Title: Special Assistant to the Deputy Head of Executive Division (Chief EULEX Prosecutor) – EK 20076**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                      Pending Vacancies: 0

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

**1. Main tasks and responsibilities:**

- To assist the line manager in his or her contacts and liaison with local interlocutors;
- To serve as the line manager’s private secretary and organize his or her schedule;
- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents;
- To set up and maintain a proper filing system for all documents, as well as incoming and outgoing mail;
- To take minutes at meetings and conferences, as well as prepare draft reports and documents;
- To arrange and facilitate meetings with the local authorities and draft itineraries;
- To handle sensitive documents and information;
- To undertake any other related tasks as required by the Deputy Head of Executive Division (Chief EULEX Prosecutor).

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education and, a minimum of three (3) years of relevant and proven full-time professional experience.

**Specification of experience**

- Extensive experience as a personal assistant to a higher level position;
- Very good knowledge and/or experience in strategic management and/or public administration;
- 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 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;
- Punctuality, commitment to quality, attention to detail, precision, good multi-tasking and organizational skills, and willingness to work flexible working hours;
- Good protocol and diplomatic skills;
- Ability to prioritize and manage a high workload.

## Executive Division

Deputy Head of Executive Division (Chief EULEX Prosecutor)/ SPRK/Basic Prosecution Office Mitrovica

Title: **Legal Officer – EK 20078**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                      Pending Vacancies: 3

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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- 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 20086**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Forensic Doctor reports to Deputy 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 Deputy 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;

## Executive Division

Office of Deputy Head of Executive Division (Chief EULEX Prosecutor)/Department of Forensic Medicine

Title: **Forensic Anthropologist/Identification Coordinator – EK 20088**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1      Pending Vacancies: 0

The Forensic Anthropologist/Identification Coordinator reports to Deputy Head of the Department of Forensic Medicine.

### 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 field of forensics, focusing on missing persons and exhumations;
- To conduct forensic anthropological analysis, including the analyses of complex cases of commingled remains;
- To assist in the field, whenever exhumations are conducted;
- To conduct detailed analyses related to DNA and anthropological procedures related to identification work;
- To manage and process of all documentation pertaining to samples sent for DNA testing as well as results received;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Deputy Head of the Department of Forensic Medicine.

### 2. Qualifications and experience:

#### Essential

- Successful completion of a full course of university studies attested by a degree in Forensic Anthropology or Physical Anthropology, 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 Forensic.

#### Specification of experience

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

#### 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;

- General knowledge of other forensic science fields, such as ballistics, death scene investigation and data-base management, etc.;
- Working knowledge of Civil society groups and NGO dynamics;
- Ability to perform under stress and in difficult circumstances;
- Proven knowledge of current developments in forensic science.

Title: **Legal Officer in the Special Chamber at the Supreme Court (privatization matters) – EK 20095**

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 EULEX Judges in the Special Chamber at the Supreme Court.

**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 privatisation matters;
- To support EULEX Judges assigned to the Special Chamber of the Supreme Court in legal remedy proceedings in privatisation related cases;
- To review and analyse different issues pertaining to the adjudication of cases by the Special Chamber such as those related to the privatization process, commercial transactions between parties, ownership claims, negotiation between parties and liquidation procedures;
- To provide assistance and advice on the applicable domestic law and international human rights principles related to property 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 assist with the preparation of Special Chamber procedures, including ensuring the proper scheduling of hearings and other sessions, distribution of summons, court decisions and other legal documents;
- To undertake any other related tasks as requested by the EULEX Judges at the SCSC.

**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 civil Law;
- Experience in drafting decisions in commercial, labour, insolvency or property Law proceedings.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.



**Advantageous:**

- Substantial 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;
- International experience, particularly in crisis areas with international organisations and in an international court.

Title: **Judge in the Special Chamber of the Supreme Court (privatisation matters) – EK 20094**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 0                      Pending vacancies: 1

The Judge in the Special Chamber of the Supreme Court (privatisation matters) reports to the President 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 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;
- Ability to perform under stress and in difficult circumstances.
- 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: **Criminal Judge at the Supreme Court/Appellate Court – EK 20096**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 5                      Pending Vacancies: 0

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

**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 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 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;
- Ability to perform under stress and in difficult circumstances;
- 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.

Executive Division

EULEX Judges /Supreme Court/Appellate Court

Title: **Legal Officer at the Supreme Court/Appellate Court – EK 20097**

Employment regime: **Seconded / Contracted**

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

Confirmed Vacancies: 2                      Pending Vacancies: 1

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:**

- Knowledge of property and housing Law.
- Experience with mass claims processes or property restitution;
- Substantial 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;
- International experience, particularly in crisis areas with international organisations and in an international court.

Title: **Criminal Judge at Mobile Unit for Basic Court level – EK 20100**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Criminal Judge at Mobile Unit for Basic Court reports to the President 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 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 be ready to travel in order to fulfil the tasks associated to his/her position;
- To undertake any other related tasks as requested by the President of 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;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Legal Officer at Mobile Unit for Basic Court Level – EK 20101**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending          Vacancies: 1

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;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- International experience, particularly in crisis areas with international organisations and in an international court;
- Very good interpersonal and communication skills, both written and oral.



Title: **Appeals Judge for Kosovo Property Agency (KPA) Appeals – EK 20102**

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 EULEX Judges.

**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 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 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 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;
- Good knowledge of commercial, labour, insolvency or property Law.
- Substantial 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;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Legal Officer to the Kosovo Property Claims Commission – EK 20107**

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**

- Knowledge of property and housing Law.
- Experience with mass claims processes or property restitution;
- Substantial 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;
- International experience, particularly in crisis areas with international organisations and in an international court.
- Knowledge of Albanian and/or Serbian language.

Executive Division

Special Police Department / Border/Boundary Unit North

Title: **Deputy Chief of Border/Boundary Unit North – EK 20161**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1                  Pending Vacancies: 0

The Deputy Chief of Border/Boundary Unit North reports to the Chief of the Border/Boundary Unit North

**1. Main tasks and responsibilities:**

- To direct and supervise the work of the Border/Boundary Unit North;
- To support the Chief of the Border/Boundary Unit North (CoB/BUN) to operationalize 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 support the CoB/BUN to manage and prioritize the work of Border/Boundary Unit North 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 be the primary focal point for all customs related issues within the Unit;
- To support the CoB/BUN to ensure planning, conduct and evaluation in relation to the smooth running of Gate 1 and 31 in executive mode;
- To support the CoB/BUN to manage the efficient use of the mobile capacity;
- To support the CoB/BUN 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 CoB/BUN to ensure compliance with instructions by the Mission management within the Unit and to issue clear instructions on the operational level to the Unit;
- To undertake any other related tasks as requested by the Chief of the Border/Boundary Unit 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 or 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 ten (10) years of relevant and proven full-time professional experience;

OR

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

OR

- Equivalent Customs education and at least eleven (11) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years of management experience;
- Indicative rank: Captain or equivalent;
- Professional experience with customs issues, including on the operational level and experience in a management position within a European Union Customs Administration or Police;
- Authorized to carry and issue a personal weapon;

- Driving licence of Category C;
- Proven effective and extensive customs experience at middle and upper management at a strategic level;
- Good understanding of integrated border management and some understanding of border police related issues.
- 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:**

- 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Serbian language;
- Basic knowledge of police issues.

Title: **Legal Expert – EK 20180**

Employment Regime: **Seconded/ Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1 Pending vacancies: 0

The Legal Expert reports to the Chief Advisory Unit on Internal Matters.

### **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);
- To support the Chief of Unit 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 assist and support AUIM Advisors in order to include their relevant comments, remarks and recommendations in the legal framework based on the best European 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, on the appropriate level, with other international stakeholders;
- To undertake any other related tasks as required by the Chief 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, 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, migration and civil registry or any other relevant related field;
- Excellent legislation drafting skills.

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

- To be in a possession of Personnel Security Clearance at the level of 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;
- Experience in the area of international legal cooperation.

## Strengthening Division

### Advisory Unit on Justice Matters

Title: **Kosovo Prosecutorial Council Advisor– EK 20185**

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;

##### 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: **Mobile Monitor – EK 20187**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 4 Pending Vacancies: 0

The Mobile Monitor reports to the Chief 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) 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, human rights and gender issues, etc.;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local institutions with EU standards and with EULEX advice given at HQ level;
- Collect and collate "on the spot" performance statistics that relate to Kosovo's criminal justice system, as part of the Mission's benchmarking processes covering all of Kosovo;
- 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;
- In case of non-compliance, to report without delay to the Chief of Unit, including recommendations on how to address the situation;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To undertake any other related tasks as required 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, Business or Public Administration, Political 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 five (5) years of relevant and proven full-time professional experience.

#### **Specification of experience**

- Previous experience in advanced monitoring of judiciary;
- 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.

Strengthening Division

Advisory Unit on Border Matters

Title: **Customs Investigations Advisor – EK 20195**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Customs Investigations Advisor reports to the Head of the Advisory Unit on Border 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) 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 relevant Kosovo Customs senior management involved 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 collection and dissemination 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 Advisory Unit on Border Management 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 Advisory Unit on Border Management
- To assist in developing customs liaison with Enforcement counterparts in other Customs services in relation to intelligence and investigation;
- To represent the Advisory Unit on Border Management in other EULEX units involved in intelligence collection and dissemination;
- To represent the Advisory Unit on Border Management on all customs related intelligence related matters with other international organizations including KFOR that can assist the Head of the Advisory Unit on Border Management
- 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 support the operations at the Crossing Points if needed;
- 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 of the Advisory Unit on Border Matters.

## **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**

- Equivalent Customs education/training and at least ten (10) 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: Correctional Advisor – **EK 20206**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1                  Pending Vacancies: 0

The Advisor (Correctional Unit) 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 correctional management;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, accountability, corruption, human rights, etc.;
- In case of non-compliance, to report without delay to the Chief of Unit including recommendations on how to address the situation;
- To assist the other staff of the Correctional Unit in the conduct of their operations;
- 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 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 ten (10) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years of professional experience at management level;
- At least seven (7) years of professional experience within the field of penitentiary systems;
- 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: **Medical Doctor (General Practitioner - General Medicine Specialist) – EK 20258**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0      Pending vacancies: 1

The Medical Doctor (GP - General Medicine Specialist) reports to the Chief of Medical Unit.

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

- As part of the medical team of EULEX, to perform medical examinations and routine check-ups of EULEX mission members;
- To establish diagnoses and decide on the medical management of patients;
- To work in the Out-patient Clinic, In-patient Facility, Emergency Room and the Ambulance Emergency Medical Services;
- To respond to emergency calls and provide adequate treatment to the patient;
- To prepare patients for interventions and escort patients to other medical facilities as required;
- To stay on call as required and perform shift duties including nights and week-ends;
- To discuss complex cases with the Chief of Medical Unit, and assist in collecting information to substantiate/justify medical evacuations;
- To lead, advise and supervise local EULEX doctors GP's in regular out-patient clinical duties and in collaboration with them to provide quality assured general practice;
- To co-operate closely with medical staff of other international organisations working in the EULEX mission area to exchange information on the basis of pertinent technical arrangements;
- To assist the Chief of Medical Unit in monitoring the epidemiological and overall medical situation in the area of operation, promoting and implementing preventive medical and occupational health measures, including hygiene medical campaigns and recommendations for immunizations;
- To assist the Chief of Medical Unit in research and surveys on identified medical topics, as required;
- To refer staff to outside specialists as necessary and follow-up with such cases;
- To communicate with and update the Chief of Medical Unit on any issue required in the EULEX medical facilities;
- To maintain patient's records as per the official EULEX procedures and instructions, and exercise confidentiality;
- To participate in addressing work environment and occupational health issues;
- To provide hands-on training to the local EULEX doctors and staff in her/his area of expertise;
- To keep detailed statistics and report updates to the Chief of Medical Unit;
- To undertake any other related tasks as requested by the Chief Medical Unit.

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

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Medicine with specialization in General Practice (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 five (5) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years of progressive clinical experience in the field of General Practice and/or other relevant clinical specialty;
- Sufficient Emergency Medical Skills.

**Personnel Security Clearance:**

- No Personnel Security Clearance is needed.

**Advantageous**

- Advanced Emergency Medical Skills (ALS certificate) recognized in the EU;
- 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.



Title: **Chief Human Resources Planning and Recruitment Unit – EK 20267**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1                      Pending vacancies: 0

The Chief Human Resources Planning and Recruitment Unit reports to the Head of Human Resources Office.

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

- To direct and supervise the work of the HR Planning and Recruitment 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 initiation, proposing to the Head of Human Resources Office 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 a proper planning of human resources fully in line with the Mission's operational needs;
- To ensure timely planning and launching of the Mission's Calls for Contributions/Calls for Applications and a fair, efficient and transparent selection process of staff;
- To ensure efficient deployment and check-out procedures for all staff;
- To provide advice, guidance and support to staff on planning and recruitment related matters;
- To contribute to the timely reporting to the Mission management and the EEAS (CPCC) in the field of planning and recruitment of human resources;
- To coordinate with all other relevant organisational units, in particular within the Human Resources Office, to ensure the necessary human resources support for a smooth running of the Mission;
- To coordinate, as appropriate, with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To advice on required changes and improvements on the functioning of the HR Management Systems in his/her field of responsibility;
- 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 Law, Social Sciences, Human Resources, 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 six (6) 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, Social Sciences, Human Resources, 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 seven (7) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least six (6) years of experience in administrative and operational aspects of human resources, in particularly in planning and recruitment;
- At least three (3) 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 Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous**

- A university degree in Law and/or experience in labour legislation;
- 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 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.

Title: **Close Protection Deputy Team Leader (SSD) – EK 20325**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                      Pending Vacancies: 0

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

**1. Main tasks and responsibilities:**

- To assist Close Protection (CP) Team Leader (TL) in managing 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 assist in the development of in-depth planning and execution of security operations within the Close Protection Team (CPT);
- To ensure Armed Close Protection to EULEX staff as directed;
- 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 assist CP-TL in the 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 assist in the provision of 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 organisations for an assessment of current and possible future threats;
- 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 with a minimum of eight (8) years of relevant and proven professional experience of which five (5) years of close protection experience;

**OR**

- Equivalent Police / Military Academy education and at least eight (8) years of relevant and proven full-time professional experience of which five (5) years of close protection experience.

**Specification of 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;
- Staff member might be expected to live in the North.

**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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Albanian and/or Serbian language.

Title: **Close Protection Operator (SSD) – EK 20326**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Close Protection Operator (SSD) reports to the Close Protection Team Leader or Close Protection Deputy 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 or Close Protection Deputy Team Leader (SSD).

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

#### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education, with a minimum of five (5) years of relevant and 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:**

- At least 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;
- Staff member might be expected to live in the North.

**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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Albanian and/or Serbian language.

Title: <b>Mission Security Officer - EK 20329</b> Employment regime: <b>Seconded/Contracted</b> Grading category for contracted personnel: <b>Mission Support Staff – Assistant level</b> Confirmed Vacancies: 3                      Pending Vacancies: 0
---

The Mission Security Officer (MSO) reports to the Team Leader or Deputy Team Leader/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 Team Leader or Deputy Team Leader/Mission Security Officer.

**2. Qualifications and experience:**

**Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education with 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 education or civilian security organization and at least 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;
- Staff member might be expected to live in the North.

**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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Serbian and/or Albanian language.



<p>Title: <b>Mission Security Officer (Special Investigative Task Force) – EK 20337</b> Employment regime: <b>Seconded/Contracted</b> Grading category for contracted personnel: <b>Mission Support Staff- Management Level</b> Confirmed Vacancies: 0                      Pending Vacancies: 1</p>
--

The Mission Security Officer (Special Investigative Task Force) reports to Team Leader/Mission Security Officer attached to the SITF;

**Place of work will be Pristina (Kosovo).**

**1. Main tasks and responsibilities:**

- To provide personal security advice and support to the Task Force members in the Mission;
- To develop and maintain a specific security policy and procedures in support of the Task Force staff and ensuring they are followed and periodically reviewed and amended accordingly;
- To gather, analyse and assess information that may affect the safety and security of the Task Force staff;
- To ensure timely and accurate security reporting;
- To carry out threat/risk assessment in order to ensure appropriate security measures are put in place, in a timely and effective manner;
- To conduct regular meetings with the Task Force, subordinated units and members in relation to possible threats and risks;
- To identify and plan for financial and projected needs of the Task Force security unit for budgetary and planning purposes;
- To oversee use, handling and storage of secure communication equipment;
- To conduct security training for Task Force members in residential, office, travel and awareness, as well as identifying training needs in other areas;
- To assist IT with setting up and implementing IT Security for the Task Force;
- To produce security based travel advisories when required;
- Production of a Security Plan for any subordinate unit as appropriate (as part of the Mission Security Plan)
- To give support to field operations as appropriate. To undertake any other related tasks as required by the Team Leader/Mission Security Officer and / or the Senior Mission Security Officer (SMSO).

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in a field related to Police Sciences, Military Sciences, Social Sciences or Security (or undergraduate degree along with extensive previous experience in security management) and at least five (5) years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military Academy or civilian security organisation with specialised training on field operations, force protection and/or Security and at least five (5) years of relevant and proven full-time professional experience.

OR

- Equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management. In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.

**Specification of experience:**

- Minimum of 5 (five) years of progressively responsible professional experience at management level in the civilian security sector in the military/police;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- International experience of an ESDP/CSDP desirable, together with experience of multi-national and international organizations / Missions;
- Authorized to carry and be issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving license of Category C;
- Ability to analyse information.

**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;
- Knowledge of Albanian and/or Serbian language;
- Successful completion of the EEAS Mission Security Officers (MSO) Certification Course;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Understanding / working knowledge of Surveillance / Counter surveillance
- Ability to perform under stress and in difficult circumstances.
- Ability to work independently and away from direct supervision for extended periods of time.
- Ability to be self-reliant and to be able to think creatively to find security solutions to problems that may arise.

<p>Title: <b>Senior Legal Officer (Secretariat of the Human Rights Review Panel) – EK 20341</b> Employment regime: <b>Seconded/Contracted</b> Grading category for contracted personnel: <b>Mission Support Staff – Management Level</b> Confirmed Vacancies: 1      Pending Vacancies: 0</p>
---

The Senior Legal Officer reports to the Chair of the Human Rights Review Panel.

**1. Main tasks and responsibilities:**

- To conduct legal research regarding international human rights law and human rights issues;
- To supervise the work of the Secretariat and its staff, under the overall direction and supervision of the HRRP;
- To receive and process complaints filed with the Secretariat of the HRRP;
- To advise the HRRP members on the applicable law and the international human rights instruments and principles relevant to complaints under review;
- To provide support to the HRRP during the review and deliberations of recommendations;
- To review, analyse and advise on all documents relevant to complaints;
- To draft requests for documents and information on complaints; draft legal opinions, reports; briefing notes and other legal documents;
- To draft findings and recommendations for the HRRP for submission to the EULEX Kosovo Head of Mission;
- To implement the HRRP outreach campaign;
- To liaison with international/local organizations and institutions;
- To undertake any other related tasks as required by the Chair of the Human Rights Review Panel.

**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 10 years of relevant and proven full-time professional experience in similar position of which 5 are at the managerial level;

**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 11 years of relevant and proven full-time professional experience in similar position of which 6 are at the managerial level.

**Specification of experience**

- Law degree with a specialization in Human Rights, International Public Law or Administrative Law;
- 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.

**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;
- Experience in working with the judiciary and/or law enforcement agencies from a human rights perspective;
- Experience in case work/processing and complaints handling;
- Experience as a manager of a team, preferably in a legal setting;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Finance and Accounting Officer (Special Investigative Task Force) – EK 20407**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Finance and Accounting Officer (Special Investigative Task Force) reports to the Lead Prosecutor and, when necessary to the Chief of Finance Unit.

The selected staff member should be willing to be located either in Pristina or in Brussels.

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

- To be responsible for the control of financial commitments of the Special Investigative Task Force with regards to the availability of funds and respect of procurement thresholds;
- To contribute to the preparation of the budget of the Special Investigative Task Force (SITF);
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks, etc.) under the supervision of the Lead Prosecutor and the Chief of Finance Unit;
- To be responsible for the monitoring of the internal financial authorisation process;
- To be responsible for disbursements and payments of petty cash;
- To maintain all the records related to finance for the Special Investigative Task Force;
- To prepare cash flow forecasts and treasury forecasts, plan for possible budget readjustments if necessary;
- To coordinate the procurement process for SITF within EULEX Mission.
- To ensure the integrity, accuracy, and timely submission of any required periodic or ad hoc internal and external financial reporting;
- To prepare mission expense claims for SITF staff;
- To prepare payment orders for approval by the Lead Prosecutor;
- To file all finance related documents and prepare a monthly accounts folder;
- To ensure observance of EULEX and Commission financial rules and procedures within the SITF;
- To support implementation of internal audits;
- To ensure the proper handling of confidential financial documentation and related information;
- To undertake any other related tasks as required by the Lead Prosecutor.

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

### **Essential**

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

### **Specification of experience**

- A minimum of five (5) years relevant and proven work experience is required;
- Excellent analytical, research and problem-solving skills;
- Competency in using PC-based accounting systems and MS Office.

**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**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in the implementation of EU budgetary and financial processes and regulations;
- Knowledge of financial planning and accounting programmes;
- Good knowledge and/or experience in strategic management and/or public administration;
- Fluency in French to assist in communicating with local travel agencies, banks, and other businesses;
- Ability to perform under stress and in difficult circumstances

Title: **Human Resources Officer (Special Investigative Task Force) – EK 20411**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Human Resources Officer reports to the Lead Prosecutor.

**1. Main tasks and responsibilities:**

- To be responsible for the management and co-ordination of all Human Resources (HR) related issues for the Special Investigative Task Force (SITF);
- To liaise with CPCC for issues related to the seconded personnel serving in SITF;
- To liaise with the Human Resources Office (HRO) in Headquarters for co-ordination in the implementation of mission-wide HR policies and procedures;
- To be responsible for the implementation of Human Resources policies in accordance with Standard Operating Procedures, providing advice and support to SITF staff;
- To coordinate the selection process within SITF including managing applications, vacancies, selection panels and liaising with HRO for providing consolidated results for endorsement;
- To participate as a member of selection panels as required;
- To prepare and manage the deployment of personnel, contracts, letters of appointment, contract extensions, redeployments, termination/ends of mission, attendance records, duty rosters, and other relevant personnel administration related issues;
- To be the focal point for Internal Investigation matters of SITF staff;
- To supervise the Administrative Assistant (Office Operations) concerning Human Resources related matters;
- To conduct reviews of job descriptions in direct consultation with the Lead Prosecutor and EULEX HRO in Headquarters;
- To maintain and update the Personnel database as appropriate;
- To administer leave entitlements of SITF staff;
- To ensure the timely and correct administration of other financial entitlements of SITF staff;
- To identify and coordinate opportunities for SITF staff training and development and liaise with the HR Training and Development Unit;
- The selected staff member should be willing to be located either in Pristina or in Brussels to undertake any other related tasks as required by the Lead Prosecutor.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Human Resources, 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 six (6) years of relevant and proven full-time professional experience.

**Specification of experience**

- A minimum of five (5) years of professional Human Resources administration experience, ideally in an international context and/or with CSDP missions.

**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**

- Postgraduate studies in the field of Political and/or Administrative Sciences;
- Substantial knowledge of EU personnel processes, regulations, etc.;
- Experience in dealing with European Union Classified Information;
- Experience in liaising with diplomatic and public administrations of EU Member States and Third States concerning Human Resources related matters;
- General understanding 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.



Title: **Legal Officer – Prosecutorial Operations (Special Investigative Task Force) – EK 20420**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Legal Officer – Prosecutorial Operations (Special Investigative Task Force) reports to the Lead Prosecutor. The selected staff member should be willing to be located either in Pristina or in Brussels.

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

- To conduct witness interviews and proof witnesses before trial;
- 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;
- To participate in field activities, when required attend crimes scenes and exhumation sites;
- 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 assist the prosecutors in fulfilling pre-trial and trial obligations towards the defence;
- To handle a range of issues related to criminal (substantive, procedural and comparative) law regarding investigations and/or prosecutions in consultation with prosecutors;
- To assist prosecutors and Investigation Team Leader with pre-trial analysis, legal assessment and organization of evidence compiled by investigators and analysts, including the use of sophisticated software automation tools developed for complex litigation;
- To assist the Lead Prosecutor as a legal officer and investigator under the supervision of other prosecutors in pre-trial, trial or appellate proceedings;
- To prepare official reports and Prosecution Investigation Files;
- To undertake legal research and analysis;
- To prepare or assist prosecutors in strategies to maximize the efficacy and economy of the presentation of evidence;
- 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, 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 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 eight (8) years of relevant and proven full-time professional experience in criminal law.

#### **Specification of experience**

- Professional understanding and experience in research and analytical tools/applications and specialized court 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 candidates from 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;
- 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 organizations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

Title: **Investigation Team Leader (Special Investigative Task Force) – EK 20425**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Investigation Team Leader (Special Investigative Task Force) reports to Lead Prosecutor (Special Investigative Task Force).

**1. Main tasks and responsibilities:**

- To lead and coordinate the investigations into the cases assigned to the Task Force, under the direction and supervision of the Lead Prosecutor of the Task Force;
- To evaluate and review the work performed, ensuring compliance with established policies and procedures, including applicable Laws in Kosovo and internationally accepted human rights standards;
- To implement policies and procedures towards the goals and objectives of the TF;
- To provide clear and concise reports and information/feedback to the management / chain of command;
- To liaise with relevant counterparts;
- 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, 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, 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

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

**Specification of experience**

- At least ten (10) years of professional experience in investigations related to the post;
- Background in intelligence handling and covert measures;
- At least five (5) years of experience in working on organised/war crimes and serious crime cases;
- Solid background with financial crimes investigations;
- Significant experience and participation in all stages of the investigative and judicial process, including prosecution and trial;
- Extensive management experience with an emphasis on coordination of complex criminal investigations;
- Experience with international police and judicial cooperation.

**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;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances;
- Advanced studies in law, criminal investigation, or management.

Title: **Court Services Expert - EK 21005**

Employment regime: **Seconded/Contracted**

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

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

The Court Services Expert reports to the Head of Planning Team.

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

- To undertake a preliminary assessment of needs in terms of courtroom space, time, systems and equipment, as well as court support systems and services;
- To assess courtroom space and time, and court services in circumstances where the court premises and services may be available for use at an existing international court;
- To design and develop courtroom operations, protocol and support under the guidance of the Head and Deputy of Planning Team, and in co-operation with the Chambers Legal Expert and the Court Facilities Management, Court Interpretation/Translation, Archiving and Records Management, Security and IT Experts;
- To identify any needs in terms of services, procurement or other actions required to get court and court support services operational in the timescale available (Needs Assessment Report);
- To working with the Finance and Procurement Experts to cost out any facility or service needs;
- To prepare a written action plan with tasks and timelines for operationalization of court services (Action Plan);
- To input further, as necessary, into the Implementation and Operationalization Plan;
- To design the court filing system, in close co-operation with the Archiving and Records Management and IT Experts;
- To develop and draft the Directive on Court Management and Support Services to enable the Registry to implement the decisions of Chambers and to include court filing procedures, in liaison with the Archiving and Records Management and IT Experts;
- To liaise with the Court Facilities Management, IT and Court Translation/Interpretation Experts in relation to the operationalization of the court and the e-court filing system;
- To co-ordinate any preparatory and organisational support tasks necessary for the conduct of courtroom hearings;
- To input and advise on all court services functions, including input on directives, policies, procedures, etc. which are necessary to ensure functioning structure for relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- To input on Information Sensitivity, Classification, Handling and Access policy;
- To input on design of repository for documents (court records aspect) in close co-operation with the Archiving and Records Management Expert;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To draft and prepare any necessary procurement paperwork necessary, in close co-operation with the Procurement, IT and Court Facilities Management Experts; and
- To undertake any other related tasks as requested by the Head of Planning Team.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a university degree in Law and, after having obtained the university degree, at least ten (10) years of relevant and proven full-time professional experience;

### **Specification of experience:**

- A minimum of ten (10) years of management experience in court operations, administration of justice or in a judicial setting;
- Managerial experience, preferably within Court Services section of a Registry of an international, hybrid or national criminal court or tribunal;
- Experience in developing directives, policies, procedures and systems for court operations, including the conduct of hearings, court filings and trial support functions;
- Experience in applying legal expertise to analysing a diverse range of complex and unusual legal issues and problems, particularly in criminal justice or court administration, and in developing innovative and creative solutions;
- Excellent analytical, planning, organisational, drafting and IT skills; and
- Demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds.

### **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:**

- Previous experience setting up a court service at an international, national, hybrid or internationalised criminal court or tribunal;
- Experience in court management at an international tribunal;
- Knowledge of courtroom proceedings in both a national legal jurisdiction and an international legal system;
- Experience in defence and legal aid related matters, and/or victim participation and support;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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; and
- Ability to perform under stress and in difficult circumstances.

<p>Title: <b>Translation and Interpretation Expert - EK 21007</b> Employment regime: <b>Seconded/Contracted</b> Grading category for contracted personnel: <b>Mission Support-Management Level</b> Confirmed vacancies: <b>1</b> Pending vacancies: <b>0</b></p>
--

The Translation and Interpretation Expert reports to the Head of Planning Team.

**1. Main tasks and responsibilities:**

- To assess the translation, interpretation and court reporting needs;
- To assess any facilities and services which might be made available through co-location with or through purchase of services from an existing international criminal court;
- To assess the language services market and the availability of services, personnel, etc. against those needs;
- To make recommendations on the setting-up of the translation and interpretation section and the optimal method of securing sufficient translation, interpretation and court reporting capacity in view of the specific needs of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- To make recommendations based on an assessment of the language services market as to how to secure the services of high-quality translators and interpreters at the lowest possible cost (e.g. recruit them as staff or freelancers, outsource some or all of the functions to an external agency, or a combination of these methods);
- To make recommendations as to any equipment, software or other electronic tools used in the industry to assist and/or optimise the translation and interpretation process;
- To make recommendations as to the facilities, such as courtroom interpretation booths, that the function requires on-site, based on best practices and lessons learned in other similar institutions;
- In close co-operation with the Court Services Expert, making recommendations as to the court reporting/recording function in light of the official and working languages;
- To produce a written report containing his or her findings and recommendations (Needs Assessment Report), together with an action plan to ensure the readiness and sufficiency of language and translation services in the timescales available (Action Plan);
- Based on those recommendations and the Head of Planning's guidance, to plan and draft rules and guidelines which structure the work of the Translation and Interpretation Unit and together with an action plan to ensure the services of high-quality translators and interpreters at the lowest possible cost;
- To draft a Code of Ethics for Translators/Interpreters in line with international best practice and standards;
- To draft necessary policies, directives and/or procedures for Translation and Interpretation services at the court in line with the applicable law, draft Rules of Procedure and Evidence and other relevant internal rules and regulations;
- To input, as necessary, on the Implementation and Operationalization Plan;
- To drafting model freelance interpreter agreements, in liaison with the Procurement Expert;
- To draft any necessary procurement and confidentiality agreements for external translation services, in liaison with the Procurement Expert;
- To draft an agreement for LiveNote simultaneous transcription services, in liaison with the Procurement Expert;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To create a roster/identify suitable and skilled candidates for a roster of freelance interpreters; and
- To undertake any other related tasks as requested by the Head of Planning Team.

## **2. Qualifications and experience**

### **Essential:**

- Successful completion of a full course of university studies attested by a university degree in philology, linguistics or a related field and, after having obtained the university degree, at least ten (10) years of relevant and proven full-time professional experience;

### **Specification of experience:**

- A minimum of eight (8) years' progressively responsible experience in translation or conference interpretation at an international organisation;
- Managerial experience;
- Experience in recruiting and/or managing freelance interpreters and/or translators;
- Excellent analytical, planning, organisational, drafting and IT skills; and
- A demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds.

### **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 managing the translation and/or interpretation department(s) of an international judicial institution;
- A demonstrated track record of successfully managing large quantities of translation and interpretation work and increasing productivity;
- Broad knowledge of established practices and recent developments in interpretation services in international organisations;
- A thorough knowledge of the regulatory framework governing interpretation services in the EU context;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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; and
- Ability to perform under stress and in difficult circumstances.



Title: **Spokesperson - EK 21010**

Employment regime: **Seconded/Contracted**

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

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

The Spokesperson/Press and Outreach Expert reports to the Heading of Planning Team.

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

- To act as the Spokesperson for the Planning Team;
- To be the main focal point for all public relations in regards to the work of the Planning Team;
- To advise the Head of Planning Team on all communication matters;
- To draft and implement a communication strategy for the Planning Team;
- To draft and disseminate press releases, articles and other relevant materials;
- To liaise and co-ordinate with the Spokesperson of the Special Investigative Task Force, the Mission's PPIO, relevant EU EEAS services, in particular the CPCC and the geographical desk;
- To monitor, analyse and disseminate internally within the Planning Team media reporting on all matters pertaining to the Planning Team, Special Investigative Task Force and future proceedings or related institutions, and respond as necessary to any misleading or incorrect reporting in relation to the Planning Team;
- To formulate, develop, review and advance a communication strategy for the early operation of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To formulate and develop an effective outreach programme for relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation, appropriate to its location and the sensitive nature of the proceedings, including identifying key outreach targets, partners and organisations, an outreach action plan and estimated budget for the programme; and
- To undertake any other related tasks as requested by the Head of Planning Team.

## **2. Qualifications and experience**

### **Essential:**

- Successful completion of a full course of university studies attested by a degree in International Relations, Communications, Media, Journalism, Public Relations, Diplomacy, Political Science, Law or a related field and, after having obtained the university degree, at least eight (8) years of relevant and proven full-time professional experience.

### **Specification of experience:**

- A minimum of seven (7) years progressively responsible professional experience, in particular as a journalist, Spokesperson/Press Officer or in such areas as communications or public relations, including relevant experience in a fast-paced international environment;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the work of international criminal tribunals or hybrid courts;
- Thorough knowledge of, and practical experience in, the full range of communication approaches, tools and methodologies essential to planning and executing effective campaign strategies and programs strong communication research and analytical skills;

- Excellent interpersonal and communications skills, highly developed communication (spoken, written, public speaking and presentation) skills, including ability to present and defend difficult positions to a wide range of audiences; and
- Excellent analytical, planning, organisational, drafting (in English) and IT 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:**

- Previous experience at an international criminal or hybrid court;
- Deep understanding of the political situation in Kosovo;
- Experience designing or managing an outreach programme for a court;
- Experience working in the Balkan region;
- Experience of diplomacy, negotiations and field work in international organisations;
- Ability to advise on and effectively manage high profile and sensitive communications challenges;
- Ability to conceive and implement communications strategies based on an assessment of different communications environments and changing strategic and operational goals;
- ability to assess political trends, public attitudes, local conditions and developments and ability to diplomatically handle sensitive situations with target audiences and to otherwise cultivate productive relationships;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis area with multi-national and international organisations, ideally in a Spokesperson position; and
- Ability to perform under stress and in difficult circumstances.

Title: **Human Resources Expert - EK 21011**

Employment regime: **Seconded/Contracted**

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

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

The Human Resources Expert reports to the Head of Planning Team.

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

- To be responsible for the management and co-ordination of all Human Resources (HR) related issues for the Planning Team, including;
- To liaise with the Human Resources Office (HRO) in Headquarters as necessary;
- To be responsible for the implementation of HR policies in accordance with Standard Operating Procedures, providing advice and support to the Planning Team staff;
- To prepare and manage the deployment of personnel, contracts, letters of appointment, contract extensions, redeployments, termination/ends of mission, attendance records, duty rosters and other relevant personnel administration related issues;
- To maintain and update the personnel database as appropriate;
- To administer leave entitlements of the Planning Team staff;
- To ensure the proper management of the insurance portfolio for Planning Team staff;
- To ensure the correct preparation and timely submission of the monthly payrolls for Planning Team staff;
- To ensure the timely and correct administration of other financial entitlements of Planning Team staff, such as reimbursement of duty trips, temporary reallocations, home travel, etc.;
- To contribute to the timely reporting to the Mission management and the EEAS (CPCC) in the field of human resources administration;
- To provide advice to the Head of Planning Team on all HR issues arising from relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force's investigation, including;
- To consider the application of EULEX HR rules and standard operating procedures in the context of operations in the Host State and the functions of the relocated proceedings;
- To draft Staff Rules and Regulations, together with any other regulations, administrative instructions, protocols, policies or guidance necessary for the HR function for the relocated proceedings consistent with the EU legislation, rules and procedures which apply;
- To develop a human resources management plan for the human resources function for the relocated proceedings;
- To oversee and assist with all recruitment, transfers, assignments and other HR matters for the initial recruitment of key staff for the relocated proceedings, including participation as a member of selection panels as required;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To ensure the timely issuance and proper management of employment contracts for the initial recruitment of key court staff, including letters of appointment, contract extensions, redeployments, termination/ends of mission, and other relevant personnel administration related issues; and
- To undertake any other related tasks as requested by the Head of Planning Team.

## **2. Qualifications and experience**

### **Essential:**

- Successful completion of a full course of university studies attested by a university degree in business or public administration, human resources management or related field and, after having obtained the university degree, at least seven (7) years of relevant and proven full-time professional experience;

### **Specification of experience:**

- A minimum of five (5) years of progressively responsible experience in human resources management, administrative services or a related area, ideally in an international context and/or with CSDP missions;
- At least two (2) years of management experience;
- Knowledge of EU rules and regulations, human resources policies, procedures and practices;
- Ability to develop and draft clear and well-articulated staff procedures, policies and guidance;
- Demonstrated ability to identify human resources and administration related issues, analyse and formulate opinions, make conclusions and recommendations on complex human resources policy and development issues;
- Demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds;
- Excellent communication skills, both written and oral, in English;
- Excellent organisational and interpersonal skills; and
- Demonstrated ability to manage high volume recruitment processes.

### **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 human resources management at a national or international court;
- In-depth knowledge of EU staff rules and regulations, human resources policies, procedures and practices;
- 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; and
- Ability to perform under stress and in difficult circumstances.

<p>Title: <b>Procurement Expert - EK 21013</b> Employment regime: <b>Seconded/Contracted</b> Grading category for contracted personnel: <b>Mission Support-Management Level</b> Confirmed vacancies: <b>1</b> Pending vacancies: <b>0</b></p>
---

The Procurement Expert reports to the Head of Planning Team.

## 1. Main tasks and responsibilities

- To consider how the needs and functions of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation can be efficiently and effectively met within the procurement policies and procedures of EC legislation and regulations and make recommendations;
- To provide advice on procurement rules and timings as they affect the operationalization and running of the Planning Team, the implementation and operationalization phase and the running of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation and all associated functions;
- To develop, manage and co-ordinate the Planning Team's and the relocated court's procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To manage internal Planning Team procurement requirements and activities;
- To provide guidance and assistance to Planning Team members related to all procurement matters;
- To use legally established professional and transparent procurement policies and procedures in accordance with EC legislation and regulations;
- To develop professional relationships and working partnerships with the European Commission in the field of procurement for the Planning Team;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To develop, manage and co-ordinate any early procurement processes for the operationalization of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation; and
- To undertake any other related tasks as requested by the Head of the Planning Team.

## 2. Qualifications and experience

### Essential:

- Successful completion of a full course of university studies attested by a university degree in finance, law, public administration, business administration or a related field and, after having obtained the university degree, at least seven (7) years of relevant and proven full-time professional experience;

### Specification of experience:

- A minimum of five (5) years of progressively responsible experience in procurement, contract management, contract administration or logistics and supply chain management, preferably in a managerial role;
- Experience in financial management of tendering and procurement processes at the international level, preferably including EU procedures;
- In depth knowledge of EU financial rules and regulations, including the PRAG;
- Experience in planning and implementing projects and programmes;
- Ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds;

- Ability to manage high-volume procurement processes;
- Excellent communication skills, both written and oral, in English; and
- Excellent organisational and interpersonal 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:**

- Experience in a procurement management role at an international criminal tribunal or hybrid court;
- Experience in all phases of procurement in a high-volume procurement operation;
- Experience in a CSDP mission;
- 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; and
- Ability to perform under stress and in difficult circumstances.

<p>Title: <b>Court Facilities Management Expert - EK 21016</b> Employment regime: <b>Seconded/Contracted</b> Grading category for contracted personnel: <b>Mission Support-Management Level</b> Confirmed vacancies: <b>1</b>                      Pending vacancies: <b>0</b></p>
--

The Court Facilities Management Expert reports to the Head of Planning Team.

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

- To assess the needs of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation in terms of office, court and detention facilities;
- To assess the state of the facilities made available by the Host State;
- To assess the state of any facilities to be provided through co-location with an existing international court;
- To liaise with the Security Expert, Detention Management Expert, Archives and Records Management Expert and Court Services Expert as necessary to determine needs within their area of expertise;
- To make written recommendations on the suitability and any necessary repurposing/upgrading of facilities, including the construction of new installations and facilities, such as a courtroom. In addition to meeting the space and operational requirements of the court, the facilities need to provide a healthy and safe work environment for staff, accused, witnesses, and visitors, as well as adequate accessibility for disabled persons. (Needs Assessment);
- To prepare an action plan, in close co-operation with the relevant Host State authorities and the Planning Team, which shall include any repurposing/upgrading, construction or fit-out as may be necessary, proposals for any future alterations (*i.e.* alterations that can be delayed until after the court has started operating), as well as a maintenance strategy for the facilities and equipment in accordance with industry standards and safety regulations (Action Plan);
- To formulate any necessary scopes of work for repurposing/upgrading/construction or fit-out work;
- To input, as necessary, on the Implementation and Operationalization Plan;
- To draft any necessary procurement paperwork for those works, services or equipment for the fit-out and building operation, in close co-operation with the Procurement Expert;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To oversee some or all of the repurposing/upgrading, construction or fit-out activities of any temporary and longer term court, office, detention or other premises, in order to ensure their compliance with quality standards and other contractual parameters; and
- To undertake any other related tasks as requested by the Head of Planning Team.

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

#### **Essential:**

- Successful completion of a full course of university studies attested by a university degree in architecture, civil engineering, management or related field and, after having obtained the university degree, at least seven (7) years of relevant and proven full-time professional experience;

**Specification of experience:**

- A minimum of six (6) years of progressively responsible experience in construction, building management and maintenance or related field, preferably in a managerial role;
- Substantial experience in designing, remodelling and/or managing large business premises, preferably national or international court facilities;
- A proven track-record of successfully managing projects within time and budget constraints;
- A proven ability to find creative and pragmatic solutions in complex situations with limited resources;
- Excellent analytical, planning, organisational, drafting and IT skills; and
- Ability to work in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds.

**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:**

- Technical training in a related field (e.g. construction, building management, project management, etc.);
- Experience in the set-up of an international or national judicial institution;
- Knowledge of the functioning of the EU and/or CSDP missions;
- International experience, particularly with multi-national and international organisations; and
- Ability to perform under stress and in difficult circumstances.



<p>Title: <b>Regional Coordinator (North) – EK 20007</b> Employment regime: <b>Seconded</b> Confirmed vacancies: 1                      Pending vacancies: 0</p>
--

The Regional Coordinator North reports to the Head of Mission/Deputy Head of Mission. He/she will be based in Mitrovica.

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

- To contribute on the policy level to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), with regard to the Mission's efforts in the north of Kosovo;
- To work closely with the EUSR's dialogue implementation team;
- To liaise and represent EULEX Kosovo externally, including in discussions with international organizations and local political actors in the north of Kosovo;
- To maintain close links with the lines of operation manager for the north and with the lines of operation managers for Belgrade-Pristina relations to ensure coherence across the Mission;
- To raise issues of relevance to the Mission mandate to the Head of Mission To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure timely and professional records are kept of EULEX political interaction in the north;
- To submit suggestions with regard to the Mission's mandate implementation in the north;
- To undertake any other related tasks as required by the Head of Mission/Deputy Head of Mission.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Law, 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.

### **Specification of experience**

- Knowledge of the Serbian language;
- Managerial or coordination track record;
- Very good interpersonal and communication skills, both written and oral;
- Ability to work in a difficult political environment and under stringent security conditions.

### **Personnel Security Clearance**

- To be in 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Ability to perform under stress and in difficult circumstances;
- Experience in mediation and/or negotiation.
- Staff member is expected to live in the north.

<p>Title: <b>International Gender Advisor – EK 20011</b> Employment regime: <b>Seconded</b> Confirmed vacancies: 1                      Pending vacancies: 0</p>
--

The International Gender Advisor reports to the Deputy Head of Mission.

**1. Main tasks and responsibilities:**

- To provide strategic advice on gender and gender mainstreaming issues throughout the Mission to the Deputy Head of Mission;
- To advise the Deputy Head of Mission on the mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on women, peace and security;
- To undertake systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring and reporting, data collection and staffing;
- To advise on and provide regular trainings to staff on issues of gender and security;
- To actively promote gender issues in the local legislation within the Mission's sphere of responsibilities;
- To cooperate closely with the relevant Kosovo authorities in enhancing gender mainstreaming in Kosovo and encourage local authorities to implement a gender-sensitive policy;
- To advise the relevant Kosovo authorities in promoting and applying a professional and gender-sensitive management culture and working environment;
- To liaise with the EU office in Kosovo and with relevant bodies of the European Union in matters of gender mainstreaming relevant for CSDP missions;
- 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 or Social Science, 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 or Social Science, 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 five (5) years of experience working with gender issues in an international context.
- Experience in research and analysis in the field of gender studies paired with excellent drafting skills in English;

**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;
- Strong interpersonal skills with the ability to work in a multi ethnic/cultural environment without prejudices and predispositions;
- Ability to perform under stress and in difficult circumstances;

Office of the Head of Mission

Deputy Head of Mission Secretariat

Title: **Operational Officer to the Deputy Head of Mission – EK 20012**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

The Operational Officer reports to Deputy Head of Mission.

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

- To assist the Deputy Head of Mission in operationalizing the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To assist the Deputy Head of Mission in ensuring coordination with all actors at the operational level, both internal, local, national and international;
- To maintain contacts with the different operational units in the Mission to contribute to a smooth flow of information;
- To assist the Deputy Head of Mission Office in the organisation and coordination of meetings chaired by the Deputy Head of Mission;
- To assist the Deputy Head of Mission in her activities in the north of Kosovo;
- To draft documents where appropriate on behalf of the Deputy Head of Mission;
- To assist the Deputy Head of Mission in operational planning tasks;
- To support the Deputy Head of Mission Office in the processing of Mission-internal administrative documents;
- To accompany the Deputy Head of Mission to meetings and events, making necessary preparations, as necessary, and to draft minutes and readouts;
- To undertake any other 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, Public Administration, Business Administration or any other related field 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/Military Academy and at least ten (10) years of relevant and proven full-time professional experience.

#### **Specification of experience**

- At least five (5) years of experience serving within a police unit involving pro-active policing operations;
- Very good interpersonal and communication skills in English, both written and oral;
- To be in possession of a driving license of Category C;
- Authorized to carry and to be 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:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and to be available to work long hours, as required;
- To be prepared to live part-time in the north;
- 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;
- Previous international policing experience and/or military background.

Title: **Chief Internal Investigations Unit – EK 20016**

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 direct and supervise the work of 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 and Discipline;
- To report disciplinary cases with recommendations to the Deputy Head of Mission;
- To be responsible for the production of reports relating to disciplinary 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/Military Academy education and at least ten (10) years of relevant and proven full/time professional experience.

**Specification of experience**

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

**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.

Office of the Chief of Staff

Title: **Chief of Staff – EK 20025**

Employment regime: **Seconded**

Confirmed Vacancies: **0** Pending Vacancies: 1

The Chief of Staff reports to the Head of Mission.

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

- To support the Head of Mission (HoM) in operationalizing the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To support the HoM in managing, prioritizing and directing the work of EULEX to ensure delivery on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM;
- To direct and supervise the work of the Office of the Chief of Staff of EULEX;
- To direct, communicate and co-ordinate internally with the HoM and Divisions and externally with appropriate international organisations, agencies and interlocutors;
- To identify, assign and take appropriate action on incoming requests and correspondence within the HoM's Office;
- To oversee the internal and external correspondence process to ensure timely and appropriate responses;
- To ensure drafting of reports and other correspondence on behalf of the HoM;
- To ensure that documents, reports and letters are prepared for the HoM;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM in order to obtain information for onward transmission to HoM or elsewhere internal/external to the mission;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, and/or any other activity to HoM's office;
- To ensure effective communication between Mission Divisions, Mission Support Department, Security and Safety Department and Office of the Chief of Staff;
- To be the central point of entry for communication between EULEX and EEAS (CPCC);
- 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 Political Science, International Relations, Diplomacy, Social Sciences or 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 fifteen (15) 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 Science, International Relation, Diplomacy, Social Sciences or 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 sixteen (16) years of relevant and proven full-time professional experience.

### **Specification of Experience**

- Strong managerial track record;



- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.).

**Personnel Security Clearance**

- 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.

Title: **Project Officer – EK 20032**

Employment regime: **Seconded**

Confirmed Vacancies: 1      Pending Vacancies: 0

The Project Officer reports to the Chief of Staff.

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

- To assist the Chief of Staff in the Office's contribution at the policy level to the Mission's efforts on mandate implementation in line with the CONOPS and OPLAN and the Mission Implementation Plan (MIP);
- To advise the Chief of Staff in supporting the discharge of the Mission's mandate, including through the identification, planning, co-ordination and implementation of projects benefiting Kosovo authorities in the Rule of Law sector;
- To closely monitor all phases of the identified projects, and ensure the achievement of foreseen goals;
- To coordinate, as appropriate, with all the relevant divisions to ensure timely implementation of project activities, and to closely liaise with the Planning, Coordination and Compliance Office;
- To facilitate practical cooperation and exchange of information, between the Mission and Kosovo authorities, the EUSR/EU Office in Kosovo and other international stakeholders where relevant;
- To undertake any other related tasks as required by the Chief of Staff.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Project Management, Human Resources, Business/Public Administration or other related university studies, where the normal duration of university education 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 Project Management, Human Resources, Business/Public Administration or other related university studies, where the normal duration of university education 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**

- Professional experience in all phases of Project Cycle Management
- Very good interpersonal and communication skills, both written and oral;
- Report Writing skills;
- Experienced in project management software as well as excel;
- Proven experience in evaluation and compliance procedures.

### **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 the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Budget management experience;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in an CSDP operation;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Sound understanding of and proven experience in rule of law procedures, development and institution building;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language

Title: **Joint Operations Room Shift Leader – EK 20036**

Employment regime: **Seconded**

Confirmed Vacancies: 4      Pending Vacancies: 0

The Joint Operation Room (JOR) Shift Leader reports to the Chief of Joint Operations Room, while coordinating closely with the Deputy Head of Executive Division (Head of Executive Police).

**1. Main tasks and responsibilities:**

- To coordinate the work of the shift in the JOR;
- To act as Duty Police Commander on behalf of the Head of Executive Police during silent hours;
- To report without delay serious incidents in line with planning documents and to be responsible for the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff in line with the relevant SOPs;
- To oversee the continuous maintenance, execution and evaluation of protocols related executive police operations or incidents;
- To manage and coordinate actions between Police Units and other units / departments / divisions / organizations
- To collect, compile, analyse, assess and disseminate – jointly with the Police Operator - information relevant for Executive Police activities as well other relevant developments for the implementation of the Mission's mandate as well as the general security situation, including the analysis of relevant trends;
- To contribute to planning activities of the Executive Police;
- To ensure that the JOR executes – under the guidance of the Air Operations Manager –all helicopter operations, including the necessary liaison with the relevant KFOR and Pristina International Airport points of contact;
- To undertake any other duties as requested by Head of Joint Operations Room.

**2. Qualifications and experience:**

**Essential**

Successful completion of a full course of university studies attested by a degree in Social Sciences, Law Enforcement, 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 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 Social Sciences, Law Enforcement, 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 eight (8) years of relevant and proven full-time professional experience;

OR

Equivalent Police Academy education and, at least eight (8) years of relevant and proven full-time police experience.

**Specification of Experience**

- Indicative rank: Major or equivalent;
- At least three (3) years of management experience and at least one (1) year of experience as operator or manager of a joint operations room or similar structure in a security organisation;
- Experience in planning security and/or police operations;
- Experience in planning and implementing projects;
- Very good analytical, organisational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;

**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;
- International experience, particularly in crisis areas with multi-national and international organisations.
- 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;
- Experience in handling EU classified information.
- Knowledge of Albanian and/or Serbian language.

Title: **JOR Police Operator – EK 20038**

Employment regime: **Seconded**

Confirmed Vacancies: 1      Pending Vacancies: 0

The Joint Operation Room (JOR) Police Operator reports through the JOR Shift Leader to the Chief of the Joint Operations Room

**1. Main tasks and responsibilities:**

- To execute the daily work of the JOR in shift routine, under the direction of the Shift Leader;
- 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 JOR 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 JOR 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 (Head of Executive Police) as appropriate;
- To ensure smooth information flow from and to the relevant parts of the Executive and Strengthening Divisions;
- To be responsible for the continuous maintenance, execution and evaluation of protocols related executive police operations or incidents;
- To contribute to the operational planning of the Executive Police;
- To monitor all Executive Police activities, in particular movements in the north of Kosovo, and act as the initial point of contact for headquarters and mission personnel as required;
- To maintain close daily cooperation with the Liaison/Coordination Officers in the Office of the Deputy Head of Executive Division (Head of Executive Police);
- To be responsible – under the guidance of the Air Operations Manager – to execute all helicopter operations, including the necessary liaison with the relevant KFOR and Pristina International Airport points of contact;
- To assist Joint Operation Officers / SSD as required;
- To undertake any other duties as requested by the JOR Shift 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 operational police experience.

**Specification of Experience**

- Analytical, organisational, planning, and time-management skills;
- At least one (1) year of experience in an operations room or comparable structure;
- 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;

**Personnel Security Clearance**

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

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations.
- Experience in handling EU classified information.
- 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.

Title: **Deputy Head of Human Rights and Legal Office – EK 20056**

Employment regime: **Seconded**

Confirmed vacancies: 1                      Pending vacancies: 0

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

**1. Main tasks and responsibilities:**

- To support the Head of Office in directing and supervising the work of the Human Rights and Legal Office;
- 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 deputize for the Head of the Office in his/her absence;
- To support the Head of Office, in particular by acting as the primary focal point for all human rights matters relating to the Mission; To provide expertise and advice on all legal matters related to the Mission's mandate, in particular on human rights matters;
- To support the Head of Office in providing expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on human rights and the steps necessary to promote and protect human rights within the Mission;
- To contribute with the Head of Office in coordinating the Mission's input in the drafting process of relevant local legislation, in support of the EUSR/EU Office in Kosovo efforts;
- To liaise with other stakeholders in the areas of human rights and legal affairs inside and outside of the Mission;
- To support the Head of Office in facilitating the work of the Human Rights Review Panel (HRRP) for EULEX Kosovo and to be delegated, where necessary, to deal on all HRRP related issues;
- To undertake any other related tasks as required by the 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**

- Managerial track record;
- Strong human rights background, particularly within the European Union system or in systems in transition;
- Experience in justice reform in post conflict countries;
- Excellent interpersonal and communications 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;
- Experience in reviewing, drafting and negotiating agreements and other legal instruments ;
- Membership or qualification to a Bar Association or other equivalent organization/self-governing body within the EU or within Contributing Third States to be able to act as a lawyer in court proceedings within the said State;
- 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;
- Knowledge and experience in criminal law, international law and administration of justice;
- Experience in drafting legislation.

Title: <b>Head of Executive Division – EK 20070</b> Employment regime: <b>Seconded</b> Confirmed vacancies: 1                      Pending vacancies: 0
---

The Head of Executive Division reports to Head of Mission.

**1. Main tasks and responsibilities:**

- To operationalize the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of the Mission's executive tasks;
- To manage, prioritize and direct the work of organisational units within the Executive Division 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 Mission;
- To ensure accurate and timely reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure compliance with instructions by the Mission management within the Division and to issue clear instructions on the operational level to the Division, ensuring through the two Deputies, where appropriate, that the executive resources are used in the best possible way to reach the Mission's goals;
- To ensure coordination at the operational level with the Head of the Strengthening Division;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-division/department cooperation in the key areas of his/her authority;
- To act as Head of the Justice Component ;
- To represent the Mission, 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 Law, Business 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 15 years of relevant and proven full-time professional experience, out of which 8 at a senior management level.

**Specification of experience**

- Track record of senior positions in the field of rule of law, such as in Ministries of Justice, Courts or independent rule of law institutions;
- Strong managerial track record, particularly in managing rule of law processes and staff.

**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**

- Proven knowledge of the most relevant areas of rule of law (criminal and civil courts, administration of justice, prosecution, forensics);
- 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;
- Experience as Prosecutor in huge scale police investigations in organized crime or corruption;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Deputy Chief Prosecutor of Special Prosecution Office – EK 20080**

Employment regime: **Seconded**

Confirmed vacancies: 0 Pending vacancies: 1

The Deputy Chief Prosecutor of Special Prosecution Office (SPRK) works under the Chief Prosecutor of Special Prosecution Office (SPRK) and reports to the Head of Executive Division and Deputy Head of Executive Division (Chief EULEX Prosecutor) of the activities and performance of the EULEX Prosecutors in the Special Prosecution Office (SPRK).

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

- Within his/her field of responsibility, to make operational and implement the Mission's mandate and tasks as set out in the planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP) including;
- To direct, supervise and manage criminal investigations and prosecutions conducted by EULEX Prosecutors in the Special Prosecution Office (SPRK) against organised crime, war crimes, terrorism, hate-motivated crimes, high level corruption, and other related crimes, in accordance with the jurisdiction and competences of the Special Prosecution Office (SPRK), and in cooperation with the Chief Prosecutor of Special Prosecution Office (SPRK);
- To direct, supervise and manage the work of the EULEX Prosecutors in the Special Prosecution Office (SPRK) and to prioritize its work in order to ensure delivery of the Mission's mandate and tasks as set out in planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP);
- To direct, supervise and manage the internal organisation of EULEX Special Prosecutors in the Special Prosecution Office (SPRK) in order to direct and to supervise their performances and to ensure high quantitative and qualitative standards in the carrying out of their functions;
- To enhance mechanisms to ensure efficiency and effectiveness in handling of criminal cases and criminal investigations in cooperation with the Chief Prosecutor of Special Prosecution Office (SPRK), the local Courts and judiciary, Kosovo Police and other police and investigative agencies ;
- Through the cooperation with local counterparts, to increase local capacities through the exchange of views and the sharing of best practices; this will include regular peer discussions with regard to all aspects of prosecutorial functions within his/her field of responsibility;
- To organize a permanent and consultative dialogue with relevant key stakeholders in order to develop a common and general policy on criminal investigations and prosecutions in consultation with the Deputy Head of Executive Division (Chief EULEX Prosecutor);
- To inform the Head of Executive Division and the Deputy Head of Executive Division (Chief EULEX Prosecutor), on prosecutions and the performance of the EULEX Prosecutors in the Special Prosecution Office (SPRK), (without infringing the autonomy of prosecutors in individual cases as established by Article 8.2 of Council Joint Action 2008/124/CFSP), as amended;
- To implement strategic policies for EULEX Prosecutors in the Special Prosecution Office (SPRK), in cooperation, with the Chief Prosecutor of Special Prosecution Office (SPRK), and in consultation with the Head of Executive Division and the Deputy Head of Executive Division (Chief EULEX Prosecutor);
- To undertake any relevant requests and specific tasks as requested by the Deputy Head of Executive Division (Chief EULEX Prosecutor), if appropriate, in consultation with the Chief Prosecutor of the Special Prosecution Office (SPRK);

- To coordinate through the Office of the Head of Executive Division with the Head of the Executive Criminal Investigations Department and other units to ensure the most efficient use of resources in line with the Mission mandate and priorities;

## **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 fourteen (14) years of relevant and proven full-time professional experience, or legal practice, as a full-time prosecutor engaged in major crimes investigations and prosecutions and qualified to practice law in a recognized jurisdiction.

### **Specification of experience**

- Significant experience as a senior public prosecutor engaged in major crimes investigations and prosecutions and in leading major crime prosecution offices/teams;
- An advanced degree in law with concentration on criminal law, international law or related studies;
- Excellent interpersonal and communication skills, both written and oral, in English;
- Strong leadership and excellent managerial track record;

### **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.

### **Advantages:**

- 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.

Executive Division

Office of the Deputy Head of Executive Division (Head of Executive Police)

Title: **Assistant Deputy Head of Executive Division (Police) – EK 20111**

Employment regime: **Seconded**

Confirmed Vacancies: 1                  Pending Vacancies: 0

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

**1. Main tasks and responsibilities:**

- To assist the Deputy Head of Executive Division (Head of Executive 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 Executive Division (Head of Executive Police) in his/her functions by ensuring a smooth running of the Departments, including by following up on tasking's independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- Be ready in his absence to command the executive police, manage major incidents and take any temporary relevant decision on his behalf;
- To conduct strategic analysis;
- To coordinate the police Departments' work with OCEP and SPRK under the overall supervision of the Deputy Head of Executive Division (Head of Executive Police) to coordinate the police Departments' work with OCEP and SPRK;
- To this end, to maintain contacts with the different organisational units under the Head of Department 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 draft documents for the Deputy Head of Executive Division (Head of Executive Police) and manage on his behalf routine administrative issues;
- To accompany or represent the Deputy Head of Executive Division (Head of Executive Police) as required to meetings and events;
- To assist the Deputy 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 manage the liaison and coordination officers of the office as first line manager;
- To undertake any other related tasks as requested by the Deputy Heads of Executive Division (Head of Executive 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 Police/Military Academy education and at least fifteen (15) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years in a related position with upper management level experience;
- Experience in different fields of policing including crisis management.

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

Title: **Liaison/Coordination Officer – EK 20112**

Employment regime: **Seconded**

Confirmed vacancies: 3                      Pending vacancies: 0

The Liaison/Coordination Officer reports to Assistant Deputy Head of Executive Division (Police)

**1. Main tasks and responsibilities:**

- To support the Assistant Deputy Head of Executive Division (Police) 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 control;
- 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 (Head of Executive Police);
- To support the Assistant Deputy Head of Executive Division (Police) in ensuring, at an operational level, coordination with all actors, both internally, locally, national and international; To liaise with other stakeholders internally and externally as requested by Assistant Deputy Head of Executive Division (Police);
- To undertake any other tasks as requested by the Assistant Deputy Head of Executive Division (Police).

**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**

- At least five (5) years of experience serving within a Police Command and Control Centre involving intelligence and 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:**

- Substantial 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 and international policing;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal investigation and proven liaison skills;
- Military background.



The Coordination Officer for Executive Criminal Investigations Department reports to the Head of Executive Criminal Investigations Department (HoECID).

**1. Main tasks and responsibilities:**

- To keep the Head of Executive Criminal Investigations Department (HoECID) informed on a daily basis of all significant developments or other aspects in his/her field of responsibility that might affect the operational capabilities of the Department;
- Liaise with internal Police Components, as well as KFOR and other identified international or local organisations as needed, in close cooperation with the office of Deputy Head of Executive Division (Head of Executive Police);
- To monitor the progress of assigned tasks or requests and keep HoECID periodically informed of the current situation;
- To develop and maintain an accurate system for the recording all reports of the HoECID;
- To provide accurate and timely written reports as requested by the HoECID;
- To attend meetings externally and internally as directed by the HoECID;
- To utilize results of analyses of the Strengthening Department in regards to Executive Policing;
- To assist the HoECID in managing major projects;
- To undertake any other tasks as required by the Head of Executive Criminal Investigations 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 five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- At least five (5) years of progressive professional experience in Police Service;
- Ability to acquire useful information from a variety of sources and incorporate it into accurate reports;
- Indicative desirable rank: Lieutenant/Inspector or equivalent;
- Self-starter with the capability to perform assigned duties with minimal supervision;
- Capable of multi-tasking with an ability to prioritize tasking within assigned workload and established deadlines;
- 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:**

- Substantial 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;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Capable of initiating and maintaining sources of information which may be useful to on-going or potential investigations work within the Executive Criminal Investigations Department;
- A wide experience in Criminal Investigation and possess proven liaison skills;
- Have the ability to use own initiative when working individually as well as being an integral team member within a multi-national environment;
- Have the ability to make sound and timely decisions related to own duties as well as those which might affect the interests of colleagues and partners.

Title: **Informant Handler – EK 20121**

Employment regime: **Seconded**

Confirmed Vacancies: 1      Pending Vacancies: 0

The Informant Handler reports to the Head of EU Office for Criminal Intelligence (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 identify, recruit and manage informants (Covert Human Intelligence Source) who can provide information relating to serious and organised crime;
- To liaise with other Units within the Mission and agencies in order to gather information;
- To liaise with other Mission Units, other law enforcement agencies and police agencies, and other organisations;
- To liaise with international law enforcement authorities outside Kosovo;
- To ensure that the identity of the informants remains protected while providing the law enforcement authorities with evidential information required;
- To ensure that the applicable laws of Kosovo/EULEX, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant;
- To develop and manage cover stories for the protection of the informant;
- To 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, complemented by the police training or training in a similar/relevant field, with a minimum of eight (8) years of relevant and proven full-time professional police experience or experience in a similar/relevant field.

#### **Specification of experience**

- Extensive and progressive professional experience in intelligence and criminal investigation fields;
- Extensive experience in the field of informant handling;
- To be prepared to be trained on weapons and their use and to be issued a weapon if future operational needs require.

#### **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 region, in particular Kosovo and neighbouring countries;
- 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 language;
- Experience in criminal intelligence.

Title: **Special Liaison Intelligence Officer – EK 20122**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Special Liaison Intelligence Officer reports to the Head of EU Office for Criminal Intelligence (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 with the military, the law enforcement and other external parties to ensure intelligence capabilities are maximized in support of the EUOCI 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, complemented by the 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.

### 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;
- Authorized to carry and issued a personal weapon
- Military background and familiarity with military structures and terminology;
- 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;
- Experience in criminal intelligence.

The EU Office for Criminal Intelligence Desk Officer/Office Manager reports to the Head of EU Office for Criminal Intelligence (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 act as the focal point for receiving, developing and disseminating information/intelligence in accordance with the EUOCI policy;
- To maintain records in order to assist in the provision of information management;
- To provide quality control and to ensure that it complies with the EUOCI policy;
- To act as the Office Manager with direct responsibility for the daily operations of the EUOCI and to be the Line Manager for staff in the Research Cell;
- To maintain and develop a wide range of contacts with individuals and organisations;
- To liaise with Regional Intelligence Officers;
- 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 Head of EUOCI.

## **2. Qualifications and experience**

### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by the police training, with a minimum of five (5) years of relevant and proven full-time police experience or equivalent professional experience.

### **Specification of experience**

- Extensive and progressive professional experience in intelligence issues and/or complex data.

### **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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Experience with EUROPOL information exchange mechanisms;
- Experience in criminal intelligence.

Title: **EU Office for Criminal Intelligence IT Administrator – EK 20126**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The EU Office for Criminal Intelligence (EUOCI) IT Administrator reports to the Head of EUOCI.

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

- To maintain the internal EUOCI computer network;
- To perform regular back-ups of the Office computerised information;
- To ensure regular downloads of external databases to the Intelligence network in line with agreements between the EUOCI and database managers;
- To maintain the contact with software suppliers to the EUOCI database and manage the service and maintenance agreement;
- To act as the point of contact for IT & Communication issues between the EUOCI and the other Mission Units and KFOR;
- To maintain contact with the Communications Unit and Information Technology and Software Development Unit in the Mission Support Department for all IT issues related to the Unit;
- To maintain and manage the EUOCI IT Security Policy;
- To provide advice and guidance to officers using IT systems in the EUOCI;
- To provide similar services as above to other Executive Criminal Investigations Department's units;
- 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 IT or other related field, 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 or other related field, 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

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

#### **Specification of experience**

- Extensive and progressive professional experience in management of servers (including SQL), TCP/IP protocols;
- Knowledge of and experience with IT Security Systems.

#### **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;
- Driving license of Category C;
- Working knowledge of i2 products (ibase and Analyst notebook).



Title: **Regional Criminal Intelligence Officer – EK 20128**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Regional Criminal Intelligence Officer reports to the 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 maintain information contacts with stakeholders in the Mission area;
- 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 Regional Criminal Intelligence Team Leader.

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

#### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by the police training, with a minimum of five (5) years of relevant and proven full-time police experience or equivalent professional experience.

#### **Specification of experience**

- Extensive and progressive experience in intelligence issues and/or complex data.

#### **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;
- Extensive experience in collection of intelligence;
- 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;
- Experience in criminal intelligence.

Title: **Chief of Organised Crime Investigation Unit – EK 20135**

Employment regime: **Seconded**

Confirmed vacancies: 0 Pending vacancies: 1

The Chief of Organised Crime Investigation Unit reports to Head of Executive Criminal Investigations Department.

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

- To direct and supervise the work of the Organised Crime Investigations Unit;
- To perform tasks of the Head of Executive Criminal Investigations Department in his/her absence;
- To provide effective management of human, financial and physical resources of the Head of Executive Criminal Investigations Department (ECID) and oversee administrative activities;
- To respond to the operational requirements of the Head of Executive Criminal Investigations Department, and with other components of the ECID in ensuring the development, preparation, timely submission and coordination/monitoring of work plans, strategies and programmes for the activities of the (ECID);
- 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 represent the Unit in various Working Groups (WG), meetings and other events;
- To monitor the developments of the local legislation and to prepare inputs researches for the future amendments and/or establishing of the new required legislation to improve the work if the Head of Executive Criminal Investigations Department;
- To carry out other duties in support of the Head of Executive Criminal Investigations Department in order to consolidate (ECID)'s work with the Mission strategic plans and goals;
- To undertake any other related tasks as required by the Head of Executive Criminal Investigations Department.

### **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 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 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 police experience;

#### OR

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

**Specification of experience**

- 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;
- Substantial experience of commanding operational policing activity (including inter alia arrest and search operations);
- Indicative rank: Captain or equivalent;
- 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;
- 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 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;
- Previous experience of managing / investigating Counter Terrorism Investigations.

Title: **Serious Crime Investigation Officer - EK 20137**  
Employment regime: **Seconded**  
Confirmed Vacancies: 14 Pending Vacancies: 4

The Serious Crime Investigation Officer will report to the Chief of his/her respective 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 conduct crime investigations and intelligence gathering throughout Kosovo;
- To interview witnesses and suspects, develop investigation strategies and carry out arrest/search operations, under the supervision of prosecutors;
- To attend crime scenes, exhumations and other locations day or night to gather evidence effectively;
- To be flexible resource in a multi-disciplinary team prepared to work in a variety of roles to ensure a successful law enforcement outcome;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To be willing to work in Pristina and/or Mitrovica;
- To undertake any other related tasks as requested by the Unit Chief.

**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

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

**Specification of experience**

- At least five (5) years of relevant and proven full time professional experience on Serious, Criminal investigations;
- Knowledge in 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 CONFIDENTIAL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous:**

- Substantial 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;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of working practices in intelligence systems or organisations such as Interpol, Europol
- Very good interpersonal and communication skills, both written and oral;
- Specialist investigative experience such as financial crime, telecommunications interception, computer forensic examination, intelligence gathering or other skills useful in the investigation of serious and complex crime investigations;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Experience in investigating organised crime and/or war crimes;
- Serbian or Albanian language skills;
- Driving licence of Category C.

Title: **Chief of Staff (Special Police Department) – EK 20141**

Employment regime: **Seconded**

Confirmed Vacancies: 1          Pending Vacancies: 0

The Chief of Staff reports to Head of Special Police 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 the Mission’s executive mandate;
- To support the Head of Special Police Department (SPD) in managing, prioritizing and directing the work of the Department 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, including through translating guidance provided into appropriate orders;
- To ensure the preparation of solutions to operational and logistical problems, which will subsequently be presented to the Head of SPD for approval;
- 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 required by the Head of Special Police Department.

**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 seven (7) years of proven full-time professional experience relevant to the tasks of the Special Police Department;

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 eight (8) years of proven full-time professional experience relevant to the tasks of the Special Police Department;

OR

- Equivalent Police/Military Academy education and at least eight (8) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least seven (7) years of progressive professional experience relevant to the tasks of the Special Police Department;
- At least five (5) years of experience at middle Management level;
- Indicative rank: Major/ Superintendent, or equivalent;
- Authorized to carry and issued a personal weapon;
- Certified project management capacity.

**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;
- Excellent negotiation and problem-solving skills;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Proactive approach and ability to lead efficiently a diverse organizational component;
- Knowledge/Experience on Integrated Border Management (IBM) issues.

Title: **Planning, Operations and Training Officer, (SPD) – EK 20144**

Employment regime: **Seconded**

Confirmed Vacancies: 1

Pending Vacancies: 0

The Planning Operations and Training Officer (Special Police Department), reports to Chief of Planning Operations and Training Cell.

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

- To coordinate and execute the daily work of the Planning Operations and Training Cell (POTC), if needed in shift routine, under the direction of the Chief POTC;
- To plan and execute the duties of the Planning Operations and Training Cell before, during and after special operations;
- To conduct both long term and urgent planning of all POTC activities;
- To assist the Special Police Department (SPD) management in managing the SPD Units;
- To prepare briefings about operations;
- To keep all the ordinary publications listed in a provided load-register, taking also care of a permanent or temporary allocation of above mentioned publication to requesting offices;
- 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 POTC;
- To prepare briefings about training;
- To prepare, chair and take part in briefings about trainings with other units / departments / components / organizations;
- To develop and maintain sources of information;
- To set priorities appropriately by adopting a systematic and methodical approach to information collection planning, using resources effectively and efficiently;
- To maintain a general and specific awareness to events related to public order and safety;
- To maintain and update the database concerning likely risks, threats directly affecting the SPD Units operations;
- 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 required by the Chief of Planning Operations and Training 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 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 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 four (4) years of relevant and proven full-time professional experience;



OR

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

**Specification of experience**

- At least five (5) years of relevant and proven full-time police experience;
- Previous experience related to specialized units daily tasks and special operations;
- 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:**

- Substantial 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;
- Experienced in duration and preparing of police training /exercises / rehearsals;
- Previous experiences in the information gathering working area;
- Good interpersonal and communication skills;
- Experience in using methodologies and different sources for research, including open sources
- International experience, particularly in crisis areas with multi-national and international organisations;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

Title: SWAT Team Leader – **EK - 20153**

Employment regime: **Seconded**

Confirmed Vacancies: 1      Pending Vacancies: 0

The SWAT Team Leader reports to Supplementary Police Unit (SPU) Head.

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

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

### **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 operational police experience.

#### **Specification of experience**

- At least five (5) years of experience working on Special Police Operations in a full time Hostage Rescue and SWAT Unit;
- Indicative rank: Captain or equivalent;
- To possess a past experience of SWAT Team management with demonstrated ability in providing effective operational planning and in the development of Intervention procedures;
- 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**

- Substantial 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;
- Very good interpersonal and communication skills, both written and oral;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **SWAT Operator – EK 20154**

Employment regime: **Seconded**

Confirmed Vacancies: 11      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 SWAT Team 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 perform general policing tasks including visibility patrolling;
- To support and assist the Executive Criminal Investigation Department in investigations;
- 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 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 five (5) years of relevant and proven full-time police experience.

**Specification of experience**

- At least 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;
- 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:**

- Substantial 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of Category C;
- Very good interpersonal and communication skills, both written and oral;
- Knowledge of Albanian and/or Serbian language;
- Operational experience as a Marksman, **or**
- Operational experience as a Breacher Specialist, **or**
- Operational experience as a medic **or**
- Operational experience as Officer for technical support.

Title: **Chief of Border/Boundary Unit North – EK 20160**

Employment regime: **Seconded**

Confirmed Vacancies: 1          Pending Vacancies: 0

The Chief of Border/Boundary Unit North reports to the Head of the Special Police Department.

**1. Main tasks and responsibilities:**

- To direct and supervise the work of the Border/Boundary Unit North.
- To operationalize 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 manage, prioritize and direct the work of Border/Boundary Unit North 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 be the primary focal point for all border police or customs related issues within the Unit;
- To ensure planning, conduct and evaluation in relation to the smooth running of Gate 1 and 31 in executive mode;
- To manage the efficient use of the mobile capacity;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure compliance with instructions by the Mission management within the Unit and to issue clear instructions on the operational level to the Unit;
- To ensure close coordination with the Head of the Advisory Unit on Border Matters to ensure that the rules to be applied in the north through the Mission’s executive work are in line with IBM principles;
- To undertake any other related tasks as requested by the Head of the Special Police Department.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law or 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 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 Police Sciences, Social Sciences, Law or 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 eleven (11) years of relevant and proven full-time professional experience;

OR

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

OR

- Equivalent Customs education and at least eleven (11) years of relevant and proven full-time customs experience.

**Specification of experience**

- At least five (5) years of management experience;
- Indicative rank: Captain or equivalent;
- Authorized to carry and issue a personal weapon;
- Driving licence of Category C.
- Professional experience with border police issues, including on the operational level and experience in a management position within a European Union Police or Customs Administration;
- Proven effective and extensive border police experience at middle and upper management at a strategic level;
- Good understanding of integrated border management and some understanding of customs related issues.
- 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:**

- 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- 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 language;
- Basic knowledge regarding customs issues.

<p>Title: <b>Border Police Officer– EK 20162</b> Employment regime: <b>Seconded</b> Confirmed vacancies: 3 Pending vacancies: 1</p>
---

The Border Police Officer reports to the Head of Border and Boundary Unit 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), by executing border police control at the border and boundary Gates on a 24/7 basis and 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 undertake any other related tasks as requested by the Head of Border / Boundary Unit North.

**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**

- At least five (5) years of relevant and proven full-time police experience as a Border Police officer;
- Experience in international law enforcement operations in the area of border policing;
- Authorized to carry and issued a personal weapon;
- Driving licence of Category C;
- 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;
- 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 particular CSDP missions;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Serbian language.



## Strengthening Division

Title: **Head of Strengthening Division – EK 20170**

Employment regime: **Seconded**

Confirmed vacancies: 0 Pending vacancies: 1

The Head of Strengthening Division reports to the Head of Mission.

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

- To operationalize 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 direct and supervise the work of organizational units within the Strengthening Division 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 Mission;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure compliance with instructions by the Mission management within the Division and to issue clear instructions on the operational level to the Division;
- To guide the Division’s work 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 this end, to drive proactively the implementation of the Mission’s MIP in his/her division and to report accurately on progress and lack of progress through established procedures, including:
  - To ensure 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 follow and contribute to the Mission’s legislative review mechanism proactively with a view of helping establishing a mission-wide coordinated position on any legislative initiative by the government of interest for the Mission (including by-laws);
  - To guide the Division’s efforts in the area of horizontal cross-Division and cross-departmental cooperation and coordination;
  - To manage the efficient use of the mobile team in assessing compliance of local institutions with advice given on the strategic level; In case of non-compliance, to report to the chain of command with recommendations;
  - To ensure coordination on the operational level with the Head of the Executive Division;
  - To represent the Mission, as appropriate;
  - To undertake any other related task 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 Law, Business 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 fifteen (15) years of relevant professional experience, out of which eight (8) at a senior management level;

#### **OR**

- Successful completion of a full course of university studies attested by a degree in Law, Business 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 sixteen (16) years of relevant professional experience, out of which eight (8) at a senior management level.

**Specification of experience**

- Track record of senior positions in the field of Rule of Law or independent Rule of Law institutions;
- Strong managerial track record, with an emphasis in change management;

**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;
- Knowledge of Albanian and/or Serbian language.

The Advisor in DCAM (Migration) reports to the Chief of Advisory Unit on Internal Matters.

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

- To monitor, mentor and Advise the Director of the Department on Citizenship, Asylum and Migration (DCAM) and all relevant departments of the Kosovo Ministry of Internal Affairs (MoIA) and other institutions in establishing the rule of law and in implementing the commitments deriving from the visa liberalization process, in the field of migration;
- To assist the MoIA in the elaboration and the implementation of different strategies (Strategy and Action Plan on Migration, Strategy on Reintegration of the Readmitted Persons; Strategy on Fight Against the Trafficking of Human Being);
- To assist the implementation of the National IBM Strategy and Action Plan (2013-2018);
- 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 support the establishment of European best practices in migration management, including irregular migration control, labour and facilitated migration, counter trafficking;
- To advise MoIA on visas and issues relating to foreigners in their cooperation with KBP and MFA;
- To support the local authorities in the establishment of the visa regime and the implementation of the legislation related to these issues;
- To take part and assist in working group for IPA project in the field of migration;
- 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, 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 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, 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 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.

## Strengthening Division

### Advisory Unit on Border Matters

Title: **Chief Advisory Unit on Border Matters – EK 20190**

Employment regime: **Seconded**

Confirmed Vacancies: 1      Pending Vacancies: 0

The Head of Advisory Unit on Border Matters reports to the Head of the Strengthening Division.

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

- To act as direct counterpart and main day-to-day advisor to the Heads of Kosovo Customs or Police Authorities and recommend correction/intervention as appropriate;
- To operationalize 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 manage, prioritize and direct the work of organisational units within the Advisory Unit on Border Matters 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 ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To advise on the introduction of simplified procedures and effective risk analysis selectivity profiling and targeting systems and the application of one stop controls, coordinated/joint border controls, effective exchange of information and cross border cooperation/operations;
- To ensure full implementation on number of activities derived from the IBM Technical Protocol and IBM Action Plan;
- To ensure compliance with instructions by the Mission management within the Unit and to issue clear instructions on the operational level to the Unit;
- To guide the Unit's work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA);
- To this end, to drive proactively the implementation of the Mission's MIP in his/her unit and to report accurately on progress and lack of progress through established procedures, including:
- To ensure 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 contribute proactively to the Mission's established cross-cutting mechanisms for cross-division/department/units cooperation in the key areas of his/her authority;
- To manage the efficient use of the mobile team in assessing compliance of local institutions with advice given on the strategic level;
- To undertake any other related tasks as requested by the Head of the Strengthening Division.

#### **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 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 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 10 years of relevant and proven full-time professional experience;

OR

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

**Specification of experience**

- Professional experience with border, customs or immigration issues, including experience in a senior management position within a European Union Customs or Police Administration;
- A proven track record in relevant areas of Customs or Police including operational experience in Border Management and Monitoring, as well as law enforcement.

**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;
- Knowledge of Albanian and/or Serbian language.

## Strengthening Division

### Advisory Unit on Border Matters

Title: **Customs Procedures and Post Clearance Audit Advisor – EK 20192**

Employment Regime: **Seconded**

Confirmed Vacancies: 1    Pending Vacancies: 0

The Customs Procedures and Post Clearance Audit Advisor reports to the Head of the Advisory Unit on Border 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) with regard to customs procedures and post clearance audit duties;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of Customs Procedures, Post Clearance Audit (PCA) 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 monitor, mentor and advise the Legal and Revenue Operations Directorates of the Kosovo Customs (KC) on implementation of the Customs Procedures and Rules on Customs Duties in accordance with the Kosovo Customs and Excise Code (compliant with EU Community Customs Code) and on developing and interpreting the rules and regulations concerning Valuation of Goods, Origin of Goods, Tariff Classification and Customs Debt, in line with the Mission mandate and priorities;
- To monitor, mentor and advise the KC in its aim to establish more favourable conditions for the Economic Operators in line with trade facilitation principles and in the practical implementation of the EU Customs standards, in accordance with the EU Blue Prints in the area of Customs Procedures and Rules on Customs Duties, in line with the Mission mandate and priorities;
- To monitor, mentor and advise the KC on the non-tariff measures and their implementation, and in particular those related to security and safety; application of sanitary, health, environmental and consumer protection measures in their trader facilitation procedures, in defining the trade control activities at the frontier / inland and to introduce a menu of service options to meet the needs of different types of trader (e.g. Inward Processing Relief (IPR), Temporary Imports, Period Entry);
- To liaise with and advise Senior and Middle Management of KC in the areas with responsibility for PCA;
- To re-evaluate the direction and scope of the PCA Department following the introduction of ASYCUDA World, taking into consideration the capacities and needs of all key stakeholders and EU best practice;
- To monitor, mentor and assist the KC in the preparation of annual PCA Action Plans clearly outlining Objectives, Expected Outcomes, Potential Risks and Methods Employed;
- To support the operations at the Crossing Points if needed;
- 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 other relevant organisational units;
- To undertake any other tasks requested by the Head of the Advisory Unit on Border Matters.

## **2. Qualifications and experience**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law, 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**

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

### **Specification of experience:**

- At least ten (10) years of experience in a Customs Administration or a related service dealing with Customs issues of an EU Member State of which at least five (5) years of experience in the area of Customs Procedures and/or Rules on Customs Duties and/or Trade Facilitation;
- In depth knowledge of the EU Customs legislation;
- Extensive experience with, and knowledge of, Community Customs Code (Modernized Customs Code) and other relevant EU regulations, EU practice as well as international standards (WCO and WTO);
- Excellent interpersonal and communication skills, both written and oral.

### **Personnel Security Clearance**

- No Personnel Security Clearance is needed.

### **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.



Strengthening Division

Advisory Unit on Border Matters

Title: **Customs Anti-Smuggling and Risk Assessment Advisor – EK 20194**

Employment Regime: **Seconded**

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Anti-Smuggling and Risk Assessment Advisor reports to the Head of the Advisory Unit on Border 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) with regard to anti-smuggling and risk assessment activities;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of anti-smuggling and risk assessment 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 monitor, mentor and advise the relevant Kosovo Customs Directorates on the strategic and operational management and development of the enforcement function consisting of anti-smuggling, risk assessment, risk profiling and internal excise remits in line with the Mission mandate and priorities;
- To monitor, mentor and advise Kosovo Customs on managerial control regimes and on the enforcement element of the Customs Service Annual Operational Management Plan in relation to anti-smuggling and risk areas, in line with the Mission mandate and priorities;
- To monitor the high revenue risk control regime in relation to anti-smuggling, risk assessment, risk profiling and internal excise remits, in line with the Mission mandate and priorities;
- To monitor, 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, in line with the Mission mandate and priorities;
- To monitor and advise the Ministry of Finance and Economy fiscal policy decision-making process from the enforcement perspective in relation to anti-smuggling and risk areas through Kosovo Customs Directorates and/or the Head of the Advisory Unit on Border Matters, in line with the Mission mandate and priorities;
- To assist in developing customs liaison with enforcement counterparts in other customs services in relation to anti-smuggling, risk assessment, risk profiling and internal excise remits in line with the Mission mandate and priorities;
- To support the operations at the Crossing Points 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 coordinate, as appropriate, with other relevant organisational units;
- To undertake any other related tasks as requested by the Head of the Advisory Unit on Border Matters.

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

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law, 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**

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

### **Specification of experience**

- Minimum Indicative rank of Senior Officer or equivalent;
- At least five (5) years of professional experience in a middle/higher management position in a European Union customs administration and ten (10) years of overall professional experience;
- Extensive knowledge and proven experience in the field of customs Law Enforcement, mainly in the fields of Anti-Smuggling, Risk Assessment and Risk Profiling;
- Excellent interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

### **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;
- 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;
- Driving licence of Category C;
- Knowledge of Albanian and/or Serbian language.

**Anti- Corruption and Internal Governance Advisor – EK 20196**

Employment regime: **Seconded**

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Anti-Corruption and Internal Governance Advisor reports to the Chief of the Advisory Unit on Border 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);
- To review the anti-corruption, internal governance policy in Kosovo Border Police (KBP), looking closely at documented policies and code of ethics and provide a Strategic Risk Assessment;
- To guide and assist KBP to identify internal misconduct, gross misconduct and criminal activity directed against the Administrations and advise on an appropriate response.
- To assess and advise KBP about the introduction of an Integrity Testing system.
- To assess and advise KBP about the introduction of a Whistle Blowing system
- To guide and advise KBP in relation to awareness training and to ensure dissemination of anti-corruption measures to all staff.
- To undertake any other related tasks as requested by the Head of the Advisory Unit on Border Matters.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law, 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 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 Social Sciences, Law, 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 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 ten (10) years of experience in a Police Administration or a related service dealing with anti-corruption and internal governance issues of an EU Member State or equivalent for Contributing Third States
- Extensive knowledge and proven experience in the field of anti-corruption and internal governance training.
- Excellent 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:**

- 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.

Strengthening Division

Advisory Unit on Border Matters

Title: **Border Police Advisor to the Directorate for Migration and Foreigners - EK 20199**

Employment regime: **Seconded**

Confirmed Vacancies: 1          Pending Vacancies: 0

The Advisor to the Directorate for Migration and Foreigners reports to the Head of the Advisory Unit on Border 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);
- To assist the Head of KBP Directorate for Migration and Foreigners in the implementation of Kosovo Visa Regime and procedures to issue Visas at BCPs.
- To monitor KBP in the implementation of Laws and Strategies relating to migration in line with applicable Laws and EU standards;
- To guide and advise KP Officers in charge of the evaluation of immigration requests (application for permission to enter and stay in Kosovo);
- To assist in evaluating requests from third countries on repatriation of people from Kosovo;
- To monitor and advise on deportation procedures of Kosovo citizens;
- To monitor and advise on the observance of human rights standards of INADS;
- For exceptional reasons and for a limited period of time, to support to support the operations at the Crossing Points if needed ;
- 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 required by the Head or the Deputy Head of Advisory Unit on Border Matters.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law, 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 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 Social Sciences, Law, 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 ten (10) years of relevant and proven full-time professional experience;

OR

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

**Specification of experience**

- Minimum of 5 years of relevant and proven full-time Immigration experience;
- Experience in international law enforcement operations in the area of Border policing;
- 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:**

- 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.

## Strengthening Division

### Advisory Unit on Border Matters

Title: **Border Police Mobile Monitor - EK 20201**

Employment regime: **Seconded**

Confirmed Vacancies: 2      Pending Vacancies: 0

The Border Police Monitor reports to the Deputy Head of Advisory Unit on Border 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) with regard to border police work in a mobile team throughout Kosovo and on irregular working hour basis according to operational needs, in particular in relation to assessing compliance of local institutions with advice given on the strategic level;
- To MMA Kosovo Border Police on principles and agreements in relation to Integrated Border Management (IBM), including the active role within the local IBM Agreement between Belgrade and Pristina (e.g. participation in meetings)
- To conduct specific thematic inspections and performance assessment tasks on border crossing points 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 collect and collate "on the spot" performance statistics that relate to Kosovo's border system, as part of the Mission's benchmarking processes covering all of Kosovo, in particular in the observance of border police legislation and in terms of managerial skills assessments;
- In case of non-compliance, to report to without delay to the Deputy Head of AUBM including recommendations on how to address the situation;
- 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 Crossing Points if needed;
- To undertake any other tasks requested by the Head and Deputy of AUBM.

#### 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 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 border police;
- Readiness to travel

##### 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;
- Driving Licence or Category C.
- EU Civilian Crisis Management Course or CSDP mission experience;



Strengthening Division

Police Strengthening Department

Title: **Professional Standards Unit Officer – EK 20218**

Employment regime: **Seconded**

Confirmed Vacancies: 1          Pending Vacancies: 0

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 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 degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related field, 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 degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related field, 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

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

**Specification of experience**

- Indicative rank: Captain, Chief-Inspector or above;
- At least two (2) years of experience 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 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;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

Title: **Mobile Advisor – EK 20223**

Employment regime: **Seconded**

Confirmed Vacancies: 0      Pending Vacancies: 1

The Mobile Advisor reports to the Advisor to Deputy Director General Operations.

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

- To work as a Mobile Advisor travelling within the area of operations to advise on or review current Kosovo Police (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 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 KP 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 to the Mission programme and directives as it relates to the Mission Implementation Plan (MIP);
- Other duties as assigned to include providing intensive 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 be available for potential redeployment to the north of Kosovo according to operational needs;
- 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 degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related field, 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 degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related

field, 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

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

**Specification of experience**

- Indicative rank: Inspector, Chief Inspector or equivalent;
- Ability to perform under stress and in difficult circumstances.

**Personnel Security Clearance**

- No Personnel Security Clearance is needed.

**Advantageous**

- Substantial knowledge/experience in relevant policing areas (investigations, prevention, traffic, operations, administration);
- 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;
- Authorized to carry and issued a personal weapon;
- Very good knowledge and/or experience in strategic management;
- Very good interpersonal and communication skills, both written and oral;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

Title: **Regional Advisor to Deputy Regional Commander – EK 20229**

Employment regime: **Seconded**

Confirmed Vacancies: 1      Pending Vacancies: 0

The Regional Advisor to Deputy Regional Commander reports to the Chief Regional Advisor.

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

- To support the Chief Regional Advisor in the delivery of the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Deputy Regional Commander;
- To operationalise – 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 Regional Command 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 guide and advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation and in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the Regional Command level in the North regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To collect and collate 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 the Chief Regional Advisor.

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

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field, 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, Political Sciences, Business Administration, Programme Management, or other related field, 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
- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional police experience.

**Specification of experience**

- Proven experience at a regional command level or equivalent within a policing organization;
- Indicative rank: Captain, Chief inspector or equivalent;
- 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;
- Ability to perform under stress and in difficult circumstances.

**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:**

- 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;
- Knowledge of Serbian and/or Albanian language;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.

Title: **Station Advisor – EK 20233**

Employment regime: **Seconded**

Confirmed Vacancies: 5      Pending Vacancies: 0

The Station Advisor reports to the Chief Regional Advisor.

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

- To operationalise – 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 the Chief Regional Advisor.

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

#### **Essential**

- Successful completion of a full course in Police/Military 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 and/or Albanian language;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.

Title: **Psychologist – EK 20260**

Employment regime: **Seconded**

Confirmed Vacancies: 1      Pending Vacancies: 0

The Psychologist reports to the Chief of Medical Unit and on morale and welfare issues having an impact on the Mission operational efficiency directly to the Head of Mission.

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

- To conduct counselling, critical incident debriefing and defusing sessions for the EULEX Kosovo personnel;
- To conduct group debriefings;
- To advise and assist the Chief of Medical Unit on psychological issues;
- To advise and assist EULEX Senior Management with regards to appropriate action after critical incidents effecting EULEX personnel;
- To assist National Contingent Leaders/National Points of Contact in regards to appropriate action managing stress and other psychological disturbances of individuals and groups after critical incidents effecting personnel from the respective nation, if requested;
- To develop training workshops as needed for the Mission staff members (stress management, conflict resolution, communication, etc.);
- To undertake any other related tasks as requested by the Chief of Medical Unit or the Head of Mission.

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

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Psychology, 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**

- Master degree in Psychology (two (2) years with curriculum in clinical/counselling or occupational psychology) following BA in Psychology (three (3) years of general psychology studies) (EU recognized);
- Experience in working with CISM (critical incidents stress management);
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach under resource and time constraints;
- Proactive approach, ability to get things done;
- International experience in counselling.

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

- No Personnel Security Clearance is needed.

#### **Advantageous**

- Training in psychotherapy, additional courses/workshops' participation;
- 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.