

EUROPEAN EXTERNAL ACTION SERVICE



Annex I

4-2014 EXTRAORDINARY CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO).

Advertisement for International Seconded/Contracted Staff Members

Guidelines for Application and Basic Requirements

Organisation:	The European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
Job Location:	Western Balkans Region (Kosovo)					
Staff Regime:	Seconded by EULEX KOSOVO contributing States or Seconded by an EU Institution / Contracted* Employment regime is indicated in each job description					
Job Titles/Vacancy Notice:	Please refer to the job descriptions					
Deadline for applications:	21 January 2015 (17h00 Brussels time)					
Job Titles/Vacancy Notice:	<u>Seconded/Contracted</u>					
	<i>Ref.</i>	<i>Name of the post</i>	<i>Pending**</i>	<i>Confirmed Vacancies</i>	<i>Total Vacancies</i>	<i>Available on</i>
	EK 20045	Head of Planning, Coordination and Compliance Office	0	1	1	ASAP
	EK 20206	Correctional Advisor	0	1	1	ASAP
	EK 20251	Procurement Officer	0	1	1	ASAP
	EK 20329	Mission Security Officer	0	1	1	ASAP
	EK 20342	Legal Officer (Secretariat of the Human Rights Review Panel)	0	1	1	ASAP
	EK 20416	Senior Legal officer	0	1	1	ASAP
	EK 20425	Investigation Team Leader	0	1	1	ASAP
	EK 21004	Chambers Legal Expert	0	1	1	ASAP
	EK 21005	Court Services Expert	0	1	1	ASAP

*International staff contracted by the Mission

** The availability of the position is subject to the non confirmation of a request of the tour of duty or the non-acceptance of a job offer

	EK 21013	Procurement Expert	0	1	1	ASAP
	EK 21014	Security Expert	1	0	1	ASAP
	EK 21015	IT Expert	1	0	1	ASAP
<u>Seconded</u>						
	<i>Ref.</i>	<i>Name of the post</i>	<i>Pending*</i>	<i>Confirmed Vacancies</i>	<i>Total Vacancies</i>	<i>Available on</i>
	EK 20025	Chief of Staff	0	1	1	ASAP
	EK 20070	Head of Executive Division	0	1	1	ASAP
	EK 20111	Assistant Deputy Head of Executive Division (Police)	0	1	1	ASAP
	EK 20190	Chief Advisory Unit on Border Matters	0	1	1	ASAP
	EK 20192	Customs Procedures and Post Clearance Audit Advisor	0	1	1	Mar-15
	EK 20196	Anti-Corruption and Internal Governance Advisor	0	1	1	ASAP
	EK 20326	Close Protection Operator	0	1	1	ASAP

How to apply:	<p>For seconded candidates:</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. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. 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.</p> <p>National authorities nominating candidates are kindly requested to send the respective application forms using the Annex II to the following email:</p> <p style="text-align: center;">Civilian Planning & Conduct Capability (CPCC) cpcc.eulexkosovo@eeas.europa.eu</p> <p>For contracted candidates:</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 https://internationalrecruitment.eulex-kosovo.eu</p> <p>No application using the Annex II will be accepted. 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>
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	<p>General aspects:</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>
<p>Information:</p>	<p>Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or from the following contacts:</p> <p>For questions from national authorities:</p> <p>Ms. Antigone MARANA Antigone.MARANA@ext.eeas.europa.eu Tel: +32 (0)2 584 ext. 2630</p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources Tel: +381 38 28 ext. 8878, 6846, 6337 HumanResources@eulex-kosovo.eu</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States / contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to document 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.

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 Operations Commander 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 State¹ and full rights as a citizen.

* 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 – To have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – To 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 – To be 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 – To be fully fluent in written and spoken English. Report writing skills are especially needed.

Computer Skills – To be skilled 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.

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

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 (CFSP), including the Common Security and Defence Policy (CSDP).

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 specified indicated in the respective job description. For **seconded experts**, the original certificate of the national security clearance or a proof of the initiation

of the process must accompany them upon deployment. For **contracted experts**, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance.

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.

D. Additional information on the selection process

The EU strives for improved gender balance in Common Security and Defence Policy (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 and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

**4-2014 Extraordinary Call for Contributions for EULEX KOSOVO
JOB DESCRIPTIONS**

Office of the Chief of Staff

Planning, Coordination and Compliance Office

Title: **Head of Planning, Coordination and Compliance Office – EK 20045**

Grading category for contracted personnel: **Expert**

Employment Regime: **Seconded/Contracted**

Confirmed Vacancies: 1 Pending Vacancies: 0

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

1. Main tasks and responsibilities

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

Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Business / Public Administration, Law, Political Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more

and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

Specification of Experience

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

Personnel Security Clearance

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

Advantageous

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

Title: Correctional Advisor – EK 20206 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed Vacancies: 1 Pending Vacancies: 0
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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.

Mission Support Department

Administrative Services/Procurement Unit

Title: **Procurement Officer – EK 20251**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Procurement Officer reports to the Chief of Procurement.

1. Main tasks and responsibilities:

- To assist and advise the Chief of Procurement on all procurement issues;
- To assist, develop, manage and coordinate the Mission procurement processes in accordance with established professional and transparent procurement policies and procedures of the European Commission legislation and regulations;
- To use legally established professional and transparent procurement policies and procedures in accordance with the European Commission legislation and regulations;
- To liaise with other relevant institutions and organisations acting in the field of rule of law and associated procurement legislation;
- To develop professional relationships and working partnerships with the European Commission in the field of procurement for the Mission;
- To manage internal Mission procurement requirements and activities;
- To provide assistance to Mission members related to all procurement matters;
- To undertake any other related tasks as requested by the Chief of Procurement.

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 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

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with the EU legislation and regulations;
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

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;
- 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: **Mission Security Officer - EK 20329**

Employment regime: **Seconded /Contracted**

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

Confirmed Vacancies: 1 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 EULEX KOSOVO 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.

Human Right Review Panel

Title: **Legal Officer (Secretariat of the Human Rights Review Panel) – EK 20342**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Legal Officer reports to the Senior Legal Officer 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 research and 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 under review;
- To 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 undertake any other tasks as required by the Senior Legal Officer 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, 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 10 years of relevant and proven full-time professional experience of which 5 are at the managerial level;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Public Administration, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 11 years of relevant and proven full-time professional experience of which 6 are at the managerial level.

Specification of experience

- At least 5 years of experience in a similar position;
- Excellent knowledge of international and regional human rights instruments and institutional mandates such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Experience in legal research and analysis paired with excellent legal drafting skills;
- Experience in working with the judiciary and/or law enforcement agencies from a human rights perspective.

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

Title: **Senior Legal Officer – EK 20416**

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

Employment regime: **Seconded/Contracted**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Senior Legal officer reports to the Lead Prosecutor.

1. Main tasks and responsibilities

- To supervise the work of assigned operational staff under the overall direction and supervision of the Lead Prosecutor;
- To supervise and coordinate the provision of assistance and advice on applicable law to SITF Prosecutors;
- To supervise, direct and carry out quality control in the preparation of legal submissions, including indictment, briefs, motions/responses/replies, and communications with other parties in the proceedings in the course of investigations and prosecutions;
- To assist SITF Prosecutors in fulfilling pre-trial and trial obligations towards the other parties in the proceedings including first level pre-disclosure review of evidence;
- To assist SITF Prosecutors as a legal officer/investigator under the supervision of a prosecutor in pre-trial, trial or appellate proceedings;
- To conduct witness interviews and proof witnesses prior to trial;
- To prepare or assist prosecutors in strategies to maximize the efficacy and economy of the presentation of evidence;
- To coordinate with other court officials on confidential information / legal filing tasks;
- 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.

• 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 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 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 ten (10) years of relevant and proven full-time professional experience.

Specification of Experience

- At least two (2) years of supervisory experience over other lawyers including in the review of draft legal documents and legal filings, and in coaching, mentoring and otherwise developing legal drafting skills;
- At least nine (9) years of professional experience in criminal law either as a lawyer, prosecutor or judge, legal officer/ jurist at a prosecution office or court, defence attorney, injured party legal representative or legal officer at an international tribunal or hybrid international court;

- At least five (5) years of progressively responsible professional experience in the field of criminal Law with an international / hybrid international court or tribunal;
- Extensive experience in drafting court submissions in international criminal cases and excellent legal drafting skills.

Personnel Security Clearance

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

Advantageous

- Substantial experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, or an international tribunal or hybrid international court;
- 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;
- 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
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The Investigation Team Leader (Special Investigative Task Force) reports to Lead Prosecutor / Deputy Lead Prosecutor (Special Investigative Task Force).

1. Main tasks and responsibilities:

- To advise on and supervise the investigative and other law enforcement operations carried out by investigators and other operational staff in the Special Investigative Task Force as directed by Prosecutors;
- To monitor the behavior and compliance of investigators and other operational staff as assigned with relevant guidelines, instructions, SOPs and the applicable law;
- To maintain, develop and supervise the performance and professional standards of investigators and other assigned operational staff;
- To advise on and coordinate the availability of investigative and other operational staff, as assigned, for investigative tasks and operations;
- To carry out international law enforcement liaison and coordination;
- To examine all material, prepare, plan, develop, and coordinate activities relevant to Special Investigative Task Force investigations, including interviewing of victims and witnesses and the gathering of evidence, as directed and supervised by the Special Investigative Task Force prosecutors. When required attend crimes scenes and exhumation sites;
- To prepare official reports and maintain prosecution investigation files;
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents;
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines;
- To implement policies and procedures towards the goals and objectives of the Task Force;
- 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/Deputy 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 Police Sciences, Social Sciences, Law or Business Administration or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law or Business Administration or other related university studies, where the normal duration of university education in the country awarded is three

(3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time professional experience;

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 investigating organised/war crimes and serious crime cases;
- Significant management experience with an emphasis on coordination of complex criminal investigations especially in an international /internationalized tribunal setting;
- Significant experience in investigative operations team management in an international environment;
- Significant background in intelligence handling, covert human intelligence sources, witness protection and/or senior investigation officer in serious crimes with extensive cross border and/or international dimensions;
- Significant experience and participation in all stages of the investigative and judicial process; including prosecution and trial in particular with an international /internationalized tribunal;
- Significant experience with international police and judicial cooperation and liaison.

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 and training as a scene of crime officer / forensic science technician;
- Ability to perform under stress and in difficult circumstances;
- Excellent interpersonal and communication skills, both written and oral.

<p>Title: Chambers Legal Expert - EK 21004 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed vacancies: 1 Pending vacancies: 0</p>

The Chambers Legal Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To input and assist in the finalisation of drafting Rules of Procedure and Evidence;
- To assess the needs of Chambers and designing the structure and operation of Chambers, in accordance with the applicable law and draft Rules of Procedure and Evidence, to incorporate a full time President's Office, the use of a roster of judges and a judges/case allocation system;
- To draft, or provide guidance on the drafting of, any necessary procedures, protocols and directions for internal Chambers matters;
- To provide input and assistance to the Head and Deputy Head of Planning Team on developing and drafting other directives, policies, codes and procedures as may be necessary to ensuring a functioning structure for relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- To provide input and assistance to the Court Services Expert on drafting the Directive on Court Management and Support Services, including court filing procedures, and on the design of the court filing system;
- To draft, or supervising the drafting, of any Draft Practice Direction required for the court procedures, including court filings;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To provide input and guidance from a Chamber's view point on planning and preparatory tasks as requested by the Head of Planning Team;
- 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 an advanced university degree (Master's level or the equivalent) in Law 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 and, after having obtained the university degree, at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of ten (10) years' experience as a practising lawyer or legal advisor in the fields of justice, rule of law, criminal or international law;
- Substantial managerial experience required, preferably within the Chambers of a court, ideally in an international or hybrid criminal court or tribunal;
- Proven knowledge of the functioning of international criminal court or tribunals and, in particular, the activities of Chambers, international criminal substantive and procedural case law;

- In-depth theoretical knowledge of criminal law (both substantive and procedural), including knowledge of international legal procedures and instruments;
- 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 an international, hybrid or internationalised court;
- Previous experience as a *chef de cabinet* or senior legal advisor in an international or hybrid criminal tribunal or court;
- Significant experience in applying legal expertise to analysing a diverse range of complex and unusual legal issues and problems, and in developing innovative and creative solutions;
- 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;
- Ability to perform under stress and in difficult circumstances.

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 identify and advise on needs in terms of courtroom space, time, systems and equipment, as well as court support systems and services including in circumstances where the court premises and services may be available for use at an existing international court;
- To advise the Head of Planning on any other actions required to get court and court support services operational in the timescale available;
- 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 working with the Finance and Procurement Experts to cost out any facility or service needs and draft and prepare any necessary procurement paperwork necessary, in close co-operation with the Procurement, IT and Court Facilities Management Experts;
- To prepare a written action plan with tasks and timelines for operationalization of court services for input, 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;
- To undertake any other related tasks as requested by the Head of Planning Team;
- The selected staff member should be willing to be located either in Pristina or in Brussels.

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

Title: **Procurement Expert - EK 21013**

Employment regime: **Seconded/Contracted**

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

Confirmed vacancies: 1 Pending vacancies: 0

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 EU 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 EU 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 EU 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;
- 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;
- 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;
- 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- A minimum of four (4) 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;
- Ability to manage high-volume procurement processes;
- Excellent communication skills, both written and oral, in English;
- Excellent interpersonal skills;
- Excellent organisational and 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 SECRET UE/EU SECRET or equivalent for contributing third States.

Advantageous

- Experience in planning and implementing projects and programmes;
- 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.

<p>Title: Security Expert - EK 21014 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed vacancies: 0 Pending vacancies: 1</p>

The Security Expert reports to the Head of the Planning Team.

1. Main tasks and responsibilities

- To undertake an initial assessment of the security needs of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation and the compatibility of the facilities made available by the Host State with these needs;
- To collaborate with the relevant law enforcement agencies of the Host State on developing a preliminary threat assessment of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation and associated staff;
- To liaise with the MSO Team Leader at the Special Investigative Task Force on all these assessments;
- To assume security responsibility and implement relevant procedures for the Planning Team Members in line with the Field Security Policy and the Field Security Handbook;
- On the basis of the threat assessment, make recommendations as to the nature and level of assistance and co-operation required of the Host State in securing the premises and operations, such as outer perimeter security, emergency response, transfer of accused to and from the airport, the detention facility, the courtroom, and external hospitals;
- To consider how the EU security regime and regulations can accommodate the needs of a relocated internationalised court and its functions and to provide advice as to their application;
- To liaise and consult with the Detention Management Expert on the security needs for the detention facilities and escort/transportation between the court premises and the detention facilities;
- In light of these assessments and liaisons, to prepare written recommendations as to needs of the security regime (Needs Assessment Report);
- To draft a security implementation plan to include specific recommendations as to the enhancement of the security features of the premises and other security measures required to ensure the safety and security of the judges, staff, accused, witnesses and visitors based on standard operating procedures in such an environment (Action Plan);
- To input, as necessary, in relation to security issues on the Implementation and Operationalization Plan;
- To draft a Security Plan for the court and staff, including evacuation and emergency response;
- To draft a Security Plan for contractors, visitors and other non-staff on-site;
- To input on the Information Sensitivity, Classification, Handling and Access Policy;
- To input on the IT Security Plan;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To prepare procurement paperwork for all necessary security procurements including work, services and equipment, in close co-operation with the Procurement Expert;
- To undertake any other related tasks as requested by the Head of the Planning.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in military or security fields, social/political science, emergencies management, criminology, law, public/business administration or a related field with focus on security 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 eight (8) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in military or security fields, social/political science, emergencies management, criminology, law, public/business administration or a related field with focus on security management, where the normal duration of university education in the country awarded is three (3) years, 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 an equivalent education with a Police, Military or Civilian Security academy or institution, and after having obtained that education at least eight (8) years of relevant and proven full-time professional experience.

Specification of experience

- A minimum of eight (8) years of progressively responsible experience in civilian security, police or military, preferably in a management/leadership position;
- Knowledge of or experience in designing and/or implementing security plans for sensitive operations and VIP persons;
- Knowledge of the organisation and functioning of national police and security agencies;
- Demonstrated ability to innovate and develop security policies and procedures, tailored to meet specific needs;
- Excellent analytical, planning, organisational, drafting and IT skills;
- 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

- Experience as chief of security or in a security management role at an international or hybrid court or tribunal;
- Security management experience in the European Union, the United Nations or another international organisation;
- Experience in predictive analysis or security studies of threat factors, research and/or studies conducted in the fields of criminology, corporate security, crime statistics, armed conflict, terrorism, civil unrest or areas related to security at the international level;
- Experience in a high security/high risk environment;
- Experience working in the Balkan region;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of EU security policies and security organization;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;

- Successful completion of the EEAS Security Officers Certification Course (MSO);
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<p>Title: IT Expert - EK 21015 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed vacancies: 0 Pending vacancies: 1</p>

The IT Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To assist the Planning Team with its IT needs;
- To make a preliminary assessment of the IT needs of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation in terms of systems and equipment,
- To assess the Special Investigative Task Force's IT systems, hardware, software and equipment to ensure compatibility;
- To assess what is necessary/already available in the premises identified by the Host State/co-location facilities;
- To assess what is already available at Special Investigative Task Force or in any EU store which can be reasonably accessed, and what may be obtained through any EU Framework Contract;
- To identify how the IT needs can be met, including sources, timescales and procurement if necessary;
- To identify any early procurement of any major equipment, hardware and software which is necessary to meet the timescales available;
- To advise on the development of any systems that need to be in place prior to the commencement of the court's operations, e.g. the creation of networks providing common storage areas and sharing of electronic data with appropriate firewalls between the organs and within each organ as required, etc.
- To advise on the organisation of the IT function with a view to taking any early implementation measures as may be necessary to meet the implementation deadlines;
- To liaise with the Security, Witness Protection and Archiving and Records Management Experts on matters involving information security and compatibility of systems;
- 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 IT functions in the timescale available including any necessary early implementation tasks with dates and procurement deadlines (Action Plan);
- To input on the Archiving and Record Management Expert's assessment in terms of information security;
- To input, as necessary, on the Implementation and Operationalization Plan;
- To draft the Information Security Protocol in close co-operation with the Archiving and Records Management and Security Experts;
- To draft the IT Input Protocol;
- To draft the IT Confidentiality Rules;
- To draft the IT User Directive/Protocol;
- To input on Information Sensitivity, Classification, Handling and Access Policy;
- To input on the court filing system;
- To draft and prepare paperwork for procurement of IT equipment or services, 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 plan, manage and oversee any necessary IT fit-out for temporary and long-term court, office and other premises; 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 an advanced university degree (Master's level or the equivalent) in computer science, information systems, mathematics, statistics or related field 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 computer science, information systems, mathematics, statistics or 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 of progressively responsible experience in the planning, development, or implementation of computer information systems or related area, preferably in a managerial role;
- Experience in defining, delivering, and supporting strategic plans for implementing information technologies;
- Good knowledge and/or experience in developing internal office IT management and communication systems, processes, and policies in a highly secure setting;
- Knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- Demonstrated ability to find creative and pragmatic solutions matching a client's specific needs with limited resources while respecting industry standards;
- 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;
- 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 the IT department of an international court or tribunal;
- Experience setting up or developing the IT system for an international organisation or court;
- 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;
- Ability to perform under stress and in difficult circumstances.

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 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 KOSOVO to ensure delivery on the Mission 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 KOSOVO;
- 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 KOSOVO and EEAS (CPCC);
- To undertake any other related tasks as requested by the HoM.

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 Relations, 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.

Executive Division

Title: **Head of Executive Division – EK 20070**

Employment regime: **Seconded**

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 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 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 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.

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.

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 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 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 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.

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 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.

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

Employment regime: **Seconded**

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 KOSOVO 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.