

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX 1

**EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO
(EULEX KOSOVO)
1-2015 Call for Contributions**

Organisation:	EULEX KOSOVO					
Job Location:	Western Balkans Region (Kosovo) or as indicated in the job description					
Availability:	As indicated below					
Staff Regime:	As indicated below					
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	Jun-15
	EK 20055	Head of Human Rights and Legal Office	1	0	1	Jun-15
	EK 20057	Legal Officer	0	1	1	Jun-15
	EK 20077	Prosecutor	0	1	1	Jun-15
	EK 20078	Legal Officer	0	4	4	3 in Jun-15, 1 in Sep-15
	EK 20086	Forensic Doctor	0	1	1	Jun-15
	EK 20096	Criminal Judge at the Supreme Court/ Appellate Court	0	1	1	Sep-15
	EK 20097	Legal Officer at the Supreme Court/ Appellate Court	0	2	2	Jun-15
EK 20098	Criminal Judge at Mitrovica (Basic) Court level	0	2	2	Jun-15	

* Pending selection confirmation/pending the approval of the tour of duty extension

EK 20100	Criminal Judge at Mobile Unit for Basic Court level	0	2	2	Jun-15
EK 20101	Legal Officer at Mobile Unit for Basic Court level	0	3	3	Jun-15
EK 20102	Appeals Judge for KPA Appeals	0	1	1	Jun-15
EK 20163	Customs Officer	0	2	2	Jun-15
EK 20172	Special Assistant to Head of Strengthening Division	0	1	1	Jun-15
EK 20180	Legal Expert	0	1	1	Jun-15
EK 20187	Mobile Monitor	0	4	4	Jun-15
EK 20195	Customs Investigations Advisor	0	1	1	Jun-15
EK 20200	Customs Mobile Monitor	0	1	1	Jun-15
EK 20247	Finance and Accounting Officer	0	1	1	Jun-15
EK 20268	Human Resources Officer (HR Planning and Recruitment)	1	0	1	Jun-15
EK 20270	Chief HR Admin	1	0	1	Jun-15
EK 20300	Chief of Information Technology and Software Development Unit	1	0	1	Jun-15
EK 20301	IT Officer (Network/Servers)	0	1	1	Jun-15
EK 20330	Chief Security Information Analysis Unit	0	1	1	Aug-15
EK 20336	Mission Security Officer (Special Investigative Task Force)	1	0	1	Jun-15
EK 20342	Legal Officer (Secretariat of the Human Rights Review Panel)	1	0	1	Jun-15
EK 20404	Witness Protection Liaison Officer	1	0	1	Aug-15
EK 20415	Prosecutor	0	1	1	Jun-15

EK 20425	Investigation Team Leader	0	1	1	Jun-15
EK 21011	Human Resources Expert	0	1	1	Jun-15
EK 21014	Security Expert	0	1	1	Jun-15
EK 21018	Recruitment Assistant	0	1	1	ASAP
<u>Seconded</u>					
EK 20032	Project Officer	0	1	1	Jun-15
EK 20036	Joint Operations Room Shift Leader	0	1	1	Jun-15
EK 20038	Joint Operations Room Police Operator	1	1	2	Jul-15
EK 20091	Vice President of EULEX Judges	0	1	1	Jul-15
EK 20110	Deputy Head of Executive Division (Head of Executive Police)	0	1	1	Sep-15
EK 20112	Liaison/Coordination Officer	0	1	1	Jul-15
EK 20121	Informant Handler	0	1	1	Jun-15
EK 20131	Operations Officer of International Police Cooperation Unit	0	1	1	Aug-15
EK 20137	Serious Crime Investigation Officer (Organized Crime Investigation Unit)	2	8	10	6 in Jun-15, 4 in Aug-15
EK 20138	Serious Crime Investigation Officer (War Crime Investigation Unit)	0	3	3	3 in Jul-15, 1 in Aug-15, 1 in Sep-15
EK 20143	Chief of Planning, Operations and Training Cell	0	1	1	Jun-15
EK 20144	Planning, Operations and Training Officer	0	2	2	1 in Jul-15, 1 in Sep-15
EK 20154	SWAT Operator	0	5	5	3 in Jun-15, 2 in Aug-15
EK 20160	Chief of Border/ Boundary Unit North	1	0	1	Aug-15

	EK 20162	Border Police Officer	0	5	5	1 in Jun-15, 2 in Aug-15, 2 in Sep-15
	EK 20190	Chief Advisory Unit on Border Matters	0	1	1	Jun-15
	EK 20196	Anti- Corruption and Internal Governance Advisor	0	1	1	Jun-15
	EK 20201	Border Police Mobile Monitor	0	4	4	1 in Jun-15, 1 in Aug-15, 2 in Sep-15
	EK 20223	Mobile Advisor	0	2	2	1 in Jun-15, 1 in Sep-15
	EK 20224	Advisor to Deputy Director General Resources Management	0	1	1	Jul-15
	EK 20228	Chief Regional Advisor	0	1	1	Jun-15
	EK 20233	Station Advisor	0	5	5	4 in Jun-15, 1 in Aug-15
	EK 20324	Close Protection Team Leader	0	1	1	Jul-15
	EK 20326	Close Protection Operator	0	2	2	1 in Jul-15, 1 in Sep-15
Deadline for applications:	Friday 24 April 2015 at 1700 Brussels time					

<p>How to apply:</p>	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2), 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. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) E-mail: cpcc-kosovoforgen@consilium.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</p> <p style="text-align: center;">http://InternationalRecruitment.eulex-kosovo.eu</p> <p>No applications using Annex 2 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> <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 style="text-align: center;">Ms Antigone Marana cpcc.eulexkosovo@eeas.europa.eu Tel: +32 (0)2 584 26 30</p> <p>For questions from individual applicants:</p> <p style="text-align: center;">EULEX KOSOVO / Human Resources HumanResources@eulex-kosovo.eu Tel: +381 38 28 ext. 8878, 6846, 6337</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. EU Member 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 the Council 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 the Council 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.

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

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 an EU Member State or of a contributing third State¹

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

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

Flexibility and adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the 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) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able 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.

¹ Canada, Norway, Switzerland, Turkey and United States of America

Physical and mental health – The candidates must 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 – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

Computer Skills – The candidates must be skilled in word processing, spread sheet and e-mail systems. 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 – The candidates must be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle. Category C driving license is desirable or as specified in the respective job description.

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 – The candidates should have good 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 Mission Area – The candidates should have good knowledge of the history, culture, social and political situation of the region as well as of the police, judiciary and governmental structures.

Training and experience – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission.

C. Essential Documents and Equipment for selected candidates

Passport – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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. 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 candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified 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 EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

Medical Certificate – The selected candidates 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 CSDP operations in compliance with UNSCR 1325. CPCC encourages contributing States and European Institutions to take this into account when offering contributions.

Selection Process – The most suitable candidates 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 for interviews, the contributing State will bear any related costs.

Information on the Outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

E. Job descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

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.

2. Qualifications and Experience:

Essential

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

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 possession of Personnel Security Clearance at the level of 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: **Head of Human Rights and Legal Office – EK 20055**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 0

Pending vacancies: 1

The Head of the Human Rights and Legal Office reports to the Chief of Staff

1. Main Tasks and Responsibilities:

- To direct and supervise 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 mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To act as focal point and to provide expertise and advice on all legal matters affecting the mission, on the Mission mandate, on the legal system in Kosovo, constitutional, human rights issues, privileges and immunities, administrative legal matters, technical arrangements and bilateral agreements.
- To act as focal point for the disciplinary authority to ensure appropriate legal advice and required panel compositions in disciplinary matters, until a final decision is reached;
- To act as a member of various administrative appeal boards as defined in respective SOPs.
- To provide 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 coordinate the Mission's input in the drafting process of relevant local legislation in support of the EUSR/EU Office in Kosovo efforts;
- To provide expertise and advice to the Head of the Mission Support Department on administrative legal issues, including contracts and technical arrangements;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To liaise, as appropriate, with other external stakeholders;
- To support and facilitate the work of the Human Rights Review Panel (HRRP) for EULEX KOSOVO and act as HRRP's focal point in the Mission, as well as to provide advice in the best interest of the Mission as a whole;
- 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 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 of management experience;
- Ability to perform under stress and in difficult circumstances;
- Proven knowledge of and experience in criminal law, international law and administration of justice;
- Expertise in human rights, particularly the European system;
- Experience in drafting legislation.

Personnel Security Clearance

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

Advantageous

- Excellent interpersonal and communications skills;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the legal, political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations acting in the field of rule of law;
- Knowledge of Albanian and/or Serbian language.

Title: **Legal Officer - EK 20057**

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 Head of Human Rights and Legal Office.

1. Main Tasks and Responsibilities:

- To contribute on the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To support the Head of Office in acting as focal point for all legal matters relating to the Mission;
- To prepare legal advice and assistance on these matters, on legal questions related to of Mission policies and operations as well as disciplinary matters and privileges and immunities;
- To prepare advice on applicable international and European legal standards and EU best practices;
- To draft technical arrangements with external interlocutors, standard operating procedures, legal and administrative guidelines, and correspondence;
- To support 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, including by analysing local legislation and drafting opinions on the legal system in Kosovo and identifying possible areas for improvement;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate, as appropriate, with other stakeholders within and outside the Mission;
- 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 five (5) years of relevant and proven full-time professional experience;

OR

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

Specification of Experience

- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation, including drafting and appraisal of legislation.

Personnel Security Clearance

- To be in 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;
- Ability to perform under stress and in difficult circumstances;
- Post-graduate degree in law and successful completion of any related national legal qualification examinations;
- Experience in the area of Justice and Rule of Law and knowledge of criminal law, civil law, international law and administration of justice.

Title: Prosecutor – EK 20077 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed Vacancies: 1 Pending Vacancies: 0

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

1. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to the investigation and prosecution of cases falling within the Mission's executive mandate, in the Kosovo prosecution office to which they are assigned;
- To build Kosovo capacities in his/her field of expertise through the cooperation with Kosovo counterparts, especially in mixed teams, and in the form of peer-to-peer cooperation by exchanging views and sharing best European practices, on an individual basis as well as with regards to all aspects of prosecutorial functions;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX Prosecutor).

2. Qualifications and Experience:

Essential

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

Specification of Experience

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

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances.

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: 4 Pending Vacancies: 0

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

1. Main Tasks and Responsibilities:

- To assist the EULEX KOSOVO 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 KOSOVO 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 KOSOVO 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 KOSOVO 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 KOSOVO 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.

Title: **Criminal Judge at the Supreme Court/Appellate Court – EK 20096**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1

Pending vacancies: 0

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

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: 0

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

1. Main Tasks and Responsibilities:

- To support EULEX KOSOVO Judges in their contribution to the Mission 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 KOSOVO 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 KOSOVO 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 KOSOVO 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 Mitrovica Basic Court – EK 20098**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 2

Pending vacancies: 0

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

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 particular with regard to adjudication at Mitrovica Basic Court;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Mitrovica Basic Court;
- To build local capacities through the work in mixed teams with local counterparts and through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To contribute to EULEX KOSOVO Judges' efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams;
- To undertake any other related tasks as requested by the President of EULEX KOSOVO Judges.

2. Qualifications and Experience:

Essential

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

Specification of Experience

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

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- 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: **Criminal Judge at Mobile Unit for Basic Court level – EK 20100**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 2

Pending vacancies: 0

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

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 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 KOSOVO 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: 3

Pending vacancies: 0

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

1. Main Tasks and Responsibilities:

- To support EULEX KOSOVO Judges in their contribution to the Mission 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 KOSOVO 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 KOSOVO Judges, based on thorough legal research;
- To assist the EULEX KOSOVO 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 KOSOVO 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 KOSOVO 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 KOSOVO 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 KOSOVO 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 KOSOVO 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 KOSOVO 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 KOSOVO 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: **Customs Officer – EK 20163**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 2 Pending Vacancies: 0

The Customs Officer reports to the Head of Border/Boundary Unit North.

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), by executing customs control at the border and boundary common crossing points (CP) (import, export and transit control) on a 24/7 basis and in a mobile capacity;
- To maintain customs control operations whilst facilitating the flow of trade;
- To undertake basic anti-smuggling controls on trains, vehicles and persons;
- Conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To participate in customs operational responses to combat the threat from smuggling, organised crime and corruption;
- To assist in conducting intelligence and investigation casework and activity;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the 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, complemented by relevant vocational training, with a minimum of five (5) years of relevant and proven full-time professional experience in customs administration or related field after having obtained the necessary educational qualifications.

Specification of Experience

- Minimum of five (5) years of experience in a customs service, having working knowledge's within some or all of the following areas; accounting procedures, customs procedures, verification, cargo examination and anti-smuggling control;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Experience in international law enforcement operations in the area of customs;
- 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of EU Customs Revenue related regulations;
- Knowledge of Serbian language;
- Ability to perform under stress and in difficult circumstances.

Strengthening Division
Office of the Head of Strengthening Division

Title: Special Assistant to the Head of Strengthening Division – EK 20172 Employment regime: Seconded/Contracted Grading category for contracted personnel: Mission Support - Management level Confirmed Vacancies: 1 Pending Vacancies: 0

The Special Assistant reports to the Head of Strengthening Division.

1. Main Tasks and Responsibilities:

- To assist the Head of Division in operationalizing 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 assist the Head of Division in his/her functions by ensuring a smooth running of the Department, including by following up on tasking 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, 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 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

- Experience with Rule of Law institutions;
- Very good interpersonal and communication skills, both written and oral.

Personnel Security Clearance

- To be in possession Personnel Security Clearance at the level of 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;
- Knowledge of Albanian and/or Serbian language.

<p>Title: Legal Expert – EK 20180 Employment Regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed vacancies: 1 Pending vacancies: 0</p>

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 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 Advisory Unit on Internal Matters 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 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.

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 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 KOSOVO 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 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 Matters 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 KOSOVO Head of Advisory Unit on Border Matters;
- 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 Matters in other EULEX KOSOVO units involved in intelligence collection and dissemination;
- To represent the Advisory Unit on Border on Matters on all customs related intelligence related matters with other international organizations including KFOR that can assist the Head of the Advisory Unit on Border Matters;
- 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 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;
- 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: **Customs Mobile Monitor – EK 20200**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Customs 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 mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) of customs 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 Customs 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 and customs terminals 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 customs legislation and in terms of managerial skills assessments;
- In case of non-compliance, to report to without delay to the Deputy Head of Advisory Unit on Border Matters including recommendations on how to address the situation;
- To assist the Customs Anti Contraband leader in all operational matters;
- 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 tasks requested by the Head and Deputy Head of Advisory Unit on Border Matters.

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 full-time professional experience after having obtained the necessary educational qualifications after having obtained the necessary educational qualifications;

OR

- Equivalent Customs education and at least eight (8) years of relevant and proven full-time professional experience.

Specification of Experience

- Minimum of eight (8) years of experience in a customs service, having working knowledge's within some or all of the following areas: accounting procedures, customs procedures, verification, cargo examination and anti-smuggling control;
- 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;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Intelligence and/or investigation experience from Customs;
- Knowledge of EU Customs Revenue related regulations;
- Knowledge of Albanian or Serbian language;
- EU Civilian Crisis Management Course or CSDP Mission experience;

Title: **Finance and Accounting Officer – EK 20247**

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 reports to the Chief of Finance Unit.

1. Main Tasks and Responsibilities:

- To be responsible for the control of financial commitments with regard to the availability of the funds and with respect for the procurement thresholds;
- To be responsible for the monitoring of the internal financial authorizing process;
- To be responsible for proper implementation of payments (including payroll process), collection of revenue and recovery of amounts established as being receivable;
- To be responsible for payments of procurement contracts;
- To establish the accounting rules and methods and the chart of accounts to supply or justify accounting information;
- To prepare, present and maintain the accounts;
- To prepare, present and maintain the inventory of Mission's assets;
- To safe-keep financial supporting documentation;
- To manage the Mission's treasury and ensure its safekeeping;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the Chief of Finance Unit;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting and preparation of weekly, monthly, quarterly, interim and final financial reports, as well as ad hoc reporting;
- To prepare regular treasury forecasts for potential budget readjustments and ensure that the Mission has at its disposal sufficient funds to cover cash requirement arising from budgetary implementation;
- To develop and implement internal and external audit methods;
- To support the implementation of quarterly and final external audits;
- To assist the Chief of Finance in the financial management of the Mission;
- To undertake any other related tasks as requested by the Chief of Finance Unit.

2. Qualifications and Experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Economics, Finance, Accounting or Business 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

- Practical accounting experience;
- Excellent analytical, research and problem-solving skills;
- Proficiency in MS Office and especially confident with spreadsheets, or PC based accounting systems.

Personnel Security Clearance

- To be in possession of a 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;
- 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: **Human Resources Officer (Planning and Recruitment) – EK 20268**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0

Pending Vacancies: 1

The Human Resources Officer (Planning and Recruitment) reports to the Chief of Human Resources Planning and Recruitment Unit.

1. Main Tasks and Responsibilities:

- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for seconded eligible staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement. To participate as a member of selection panels as required; to communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To take active part in implementing procedures deriving from staffing reviews, such as internal competitions for retention of staff, internal Calls for Applications, redeployments, etc.;
- To advise and assist staff members concerning the human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To undertake any other related tasks as requested by the Chief Human Resources Planning and Recruitment Unit.

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 equivalent 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

- At least five (5) years of experience in general human resources administration and particularly planning and recruitment, ideally in an international context;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

Personnel Security Clearance

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

Title: **Chief Human Resources Administration – EK 20270**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0

Pending Vacancies: 1

The Chief Human Resources Administration Unit reports to the Head of Human Resources Office.

1. Main Tasks and Responsibilities:

- To direct and supervise the work of Human Resources Administration Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for proposing to the Head of Human Resources Office the setting up and implementation of relevant Mission internal strategies, policies and procedures, fully in line and in support of the Mission's overall strategies and operational needs;
- To ensure efficient human resources administration in support of the smooth running of the Mission;
- To ensure a timely issuance and proper management of employment contracts for international and local staff;
- To ensure the proper management of the insurance portfolio for international and local staff;
- To ensure the effective management of the attendance record system;
- To ensure the effective administration of the staff's leave entitlements;
- To ensure the correct preparation and timely submission of the monthly payrolls;
- To ensure the timely and correct administration of other financial entitlements of staff, such as reimbursement of duty trips, temporary relocations, home travel, etc.;
- To ensure the timely management and the follow up of all requests and appeals of staff members;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To contribute to the timely reporting to the Mission management and the EEAS (CPCC) in the field of human resources administration;
- To coordinate, as appropriate, with the Brussels Support Element/Commission on all issues pertaining to his/her portfolio;
- To advice on required changes and improvements to the functioning of the HR Management Systems in his/her field of responsibility;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To monitor the performance of contractors in his/her area 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 three (3) years or more and, after having obtained the university degree at least seven (7) years of relevant and proven full-time professional experience.

Specification of Experience

- At least seven (7) years of experience in human resources administration;
- At least five (5) years of management experience;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

Personnel Security Clearance

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

Advantageous

- 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.

Mission Support Department

Technical Services/ Information Technology and Software Development Unit

Title: **Chief of Information Technology and Software Development Unit – EK 20300**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 0 Pending vacancies: 1

The Chief of Information Technology and Software Development Unit reports to the Head of Technical Services.

1. Main Tasks and Responsibilities

- To direct and supervise the work of the Information Technology and Software Development Unit;
- To establish the technical liaison and coordination with other international organisations within the Mission area with regards to Information Technology (IT);
- To provide technical advice on all IT matters to Mission management;
- To produce precise reports concerning IT issues and to recommend improvements for future acquisitions;
- To assess and overview the needs of the Mission in terms of software and information management and to establish and maintain a reliable information flow between software developers, database administrators and internal clients/users;
- To prepare/draft the budget for IT equipment and services;
- To draft tender specifications and originate requisitions for equipment, services, spare parts and supplies and maintain the appropriate budget control and accountability for IT spending;
- To establish Standard Operating Procedures containing policies and directives relating to all IT issues and for the use and management of IT equipment, as well as to produce technical documents regarding disaster recovery and network/server documentation;
- To resolve operational problems and perform cost-benefit analyses on different hardware and software;
- To plan, analyse and design IT services projects and applicable IT policies, technical reports, operating instructions, guidelines and procedures, and to assist in formulation of security and contingency policy for the organisational IT structure;
- To manage IT equipment, servers, network and software applications with respect to security and maintenance, to ensure the operation of the Mission's local/wide area network through an adequate preventive maintenance program and to coordinate standardisation of computer hardware and software with the centre of the Mission and field structures;
- To conduct research, analysis and evaluation of new technologies and make recommendations for their deployment, as well as handling all aspects of contract administration, including collaboration with the Mission's Procurement Unit in order to establish service level agreements or framework contracts with vendors;
- To implement appropriate security mechanisms in order to protect the Mission's network from all kinds of electronic threats that would compromise the Mission's network and infrastructure;
- To implement local/wide area networks, providing network, email, internet use, security and backup of Mission data;
- To support systems for procurement, personnel management, finance control, assets control, pass and ID systems and databases for the entire Mission area;
- To identify needs for goods and/or services specifically required for IT, to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To undertake any other related tasks as requested by the Head of Technical Services.

2. **Qualifications and Experience:**

Essential

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

Specification of Experience

- At least ten (10) years of progressively responsible experience in IT management and design, development and implementation of complex IT systems with an excellent knowledge in procurement and tender procedures;
- At least five (5) years of management experience;
- Advanced knowledge of Microsoft Server and Operating Systems technologies, Cisco network devices and IOS. Relevant certifications are an asset;
- Advanced knowledge of Microsoft Exchange Server 2007;
- Substantial knowledge of IT equipment specifications and performances, such as servers, network devices and IT standards;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
- Effective project management skills.

Personnel Security Clearance

- To be in possession of Personnel Security Clearance at the level of 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;
- Ability to perform under stress and in difficult circumstances.

Title: **IT Officer (Network/Servers) – EK 20301**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The IT Officer (Network/Servers) reports to the Chief Information Technology and Software Development Unit.

1. Main Tasks and Responsibilities:

- To assist, plan, analyse, design, program and implement Information Technology (IT) projects and applicable IT policies, technical reports, operating instructions, guidelines and procedures and to assist in formulation of security and contingency policy for the organisational IT structure;
- To manage IT equipment, servers, network and software applications with respect to installation, systems support, security and maintenance;
- To ensure the operation of the Mission's local/wide area network through an adequate preventive maintenance program and to coordinate standardisation of computer hardware and software with the centre of the Mission and field structures;
- To conduct research, analysis and evaluation of new technologies and make recommendations for their deployment, as well as handling all aspects of contract administration, including collaboration with the Mission's Procurement Unit in order to establish service level agreements or framework contracts with vendors;
- To develop detailed systems specifications, functional specifications and user documentation for major systems;
- To implement appropriate security mechanisms in order to protect the Mission's network from all kinds of electronic threats that would compromise the Mission's network and infrastructure;
- To originate requisitions for equipment, spare parts and supplies and maintain the appropriate budget control and accountability for IT spending;
- To select and evaluate cost-effective solutions for IT hardware and software according to the Mission's requirements;
- To maintain an adequate number of computer equipment and spares;
- To organise repair and replacement as necessary;
- To organise the prompt delivery of technical services by assigning the available technical resources, including providing Office Automation as help desk support, standardisation, preparation and maintenance of applications;
- To seek out user information and their training needs and to arrange training for users and IT staff with regards to the Mission's standard hard- and software, while at the same time keeping up to date with new technologies and standards;
- To design, implement and maintain local/wide area networks, providing network, email, internet use, security and backup of Mission data;
- To support systems for procurement, personnel management, finance control, assets control, pass and ID systems and databases for the entire Mission area;
- To identify needs for goods and/or services specifically required for IT, to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To undertake any other related tasks as requested by the Chief Information Technology and Software Development Unit.

2. Qualifications and Experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Information Technology or IT Engineering, 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

- At least five (5) years of progressively responsible experience in IT management and design, development and implementation of complex IT systems. Good knowledge in supplies ordering/acquisition and procurement procedures;
- Advanced knowledge of Microsoft Server and Operating Systems technologies, Cisco network devices and IOS;
- Advanced knowledge of Microsoft Exchange Server 2007;
- Substantial knowledge of IT equipment specifications and performances, such as servers, network devices and IT standards;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
- Effective project management skills.

Personnel Security Clearance

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

Advantageous

- Certifications in Microsoft Server and Operating Systems technologies, Cisco network devices and IOS;
- 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: **Chief Security Information Analysis Unit – EK 20330**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1

Pending Vacancies: 0

The Chief Security Information Analysis reports to the Senior Mission Security Officer (SMSO).

1. Main Tasks and Responsibilities:

- To direct and supervise the work of the Information Analysis Unit;
- To gather comprehensive information about events or actions that may affect the safety and security of EU staff and assets within the Mission area;
- To assess all political and social information in relation to the Mission security;
- To advise the SMSO on a daily basis on the security clearance for movement of personnel within the Mission area;
- To review all security threats as they affect the Mission, as well as information and data protection and advise on counter measures to such threats;
- To conduct risk analysis and threat assessments;
- To provide up-to-date security information for the SMSO's daily/weekly/monthly brief;
- To monitor the Mission-wide threat and propose changes to the Mission security phases to the SMSO as applicable;
- To provide briefings to new staff members to the Mission on the Mission-wide security situation;
- To liaise with UN Agencies, local Police, NATO/KFOR, international organisations and NGOs with regard to security information;
- To ensure the quick dissemination of security related information;
- To liaise closely with other elements of the security unit in the planning and preparation of security plans or briefs;
- To undertake any other related tasks as requested by the SMSO.

2. Qualifications and Experience:

Essential

- Successful completion of a full course of university studies attested by a degree in a field related to Security or Emergency Management where the normal duration of university education in the country awarded is 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 experience in security information analysis in a police or military environment;
- Proven information analysis, staff and leadership experience required;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- International experience, particularly in crisis areas with multi-national and international security organisation;
- Excellent analytical skills;

- Driving licence of Category C;
- Excellent presentational skills with experience in delivering Power Point presentations to large audiences in English language.

Personnel Security Clearance

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

Advantageous

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- 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;
- Successful completion of the EU Mission Security Officer Certification Course;
- Knowledge of IT Security and information analysis;
- Knowledge of Albanian and/or Serbian language.

Title: **Mission Security Officer (Special Investigative Task Force) – EK 20336**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Mission Support Staff - Management Level**
Confirmed Vacancies: 0 Pending Vacancies: 1

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

Place of work will be Brussels (Belgium).

1. Main Tasks and Responsibilities:

- To provide personal security advice and support to the Task Force members both in Brussels and 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 members in relation to possible threats and risks;
- To identify an 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 closely liaise with designated security information focal points (Diplomatic /Police/Military) in Brussels;
- 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;
- 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 or a demonstrable experience as a Mission Security Officer in a CSDP Mission or EUSR team 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 organisation 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 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 multinational and international organizations/Missions;
- Authorized to carry and 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 possession of Personnel Security Clearance at the level of 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;
- Ability to perform under stress and in difficult circumstances.

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

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 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, 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 eleven (11) years of relevant and proven full-time professional experience.

Specification of Experience

- At least five (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 possession of Personnel Security Clearance at the level of 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: **Witness Protection and Liaison Officer – EK 20404**

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

Employment regime: **Seconded/Contracted**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Witness Protection and Liaison Officer reports to the Lead Prosecutor.

1. Main Tasks and Responsibilities:

- To liaise with EULEX KOSOVO Witness Security Department and other national witness protection units in all witness protection related matters;
- To liaise with other necessary institutions, agencies and organizations as required for the preparation, organization and implementation of protection programs including the relocation of witnesses and protected persons;
- To advise on and conduct initial assessments of witnesses and other persons for protection purposes;
- To carry out risk and threat assessments on witnesses and related persons who may be under threat and complete reports suitable for submission in criminal proceedings;
- To establish, maintain and update professional contacts with witness protection units across Europe and globally;
- To conduct all the necessary actions in preparation for witnesses and protected persons relocation abroad after initial approval and otherwise to provide coordination and assistance to EULEX KOSOVO WSD and National unit case handlers in the implementation of protection programs;
- The staff member should be willing to be located in Pristina and/or Brussels and undertake extensive duty travel worldwide; and,
- 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, International Studies or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience.

OR

- Successful completion of a full course of university studies attested by a degree in Law, International Studies 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 education in Police / Military academy and at least four (4) years of relevant and proven full-time experience.

Specification of Experience

- Minimum of two (2) years of professional experience in implementing international cooperation measures;
- Significant experience in the provision of witness protection programs at a national level;

- Demonstrable experience in victim support issues in relation to serious criminal acts, crimes against humanity, violation of human rights, victim testimony, witness protection programs and victim/family counseling; and,
- Thorough knowledge of modern office procedures and equipment, the use of secure communications devices and software, and simple maintenance of all issued electronic equipment.

Personnel Security Clearance

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

Advantageous

- Experience in the provision of witness protection at an international level in war crimes / organized crime / terrorism cases preferably with 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;
- Ability to perform under stress and in difficult circumstances; resilient and capable of operating independently;
- Excellent interpersonal and communication skills particularly in the international arena;
- Proven ability to operate with strong respect for diversity;
- Excellent organisational, planning and time-management skills;
- Ability to analyze, select, check and integrate diverse information from varied sources;
- Ability to handle sensitive matters and displays sound judgement;
- Knowledge of the Albanian and/or Serbian language;
- Trained in firearms.

Title: **Prosecutor (Special Investigative Task Force) - EK 20415**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Prosecutor (Special Investigative Task Force) reports to the Lead Prosecutor (Special Investigative Task Force).

1. Main Tasks and Responsibilities:

- To conduct, under the direction of the Lead Prosecutor and Deputy Lead Prosecutor of the Special Investigative Task Force, the investigation and prosecution of cases assigned to the Special Investigative Task Force;
- To handle daily investigative and prosecutorial tasks within the Special Investigative Task Force;
- To conduct case filing and quality management;
- To serve as a Trial Attorney in any resulting prosecutions;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Lead Prosecutor (Special Investigative Task Force).

2. Qualifications and Experience:

Essential

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

Specification of Experience

- At least five (5) years of experience as a full-time Prosecutor;
- Experience dealing with war crimes investigations and prosecutions, ideally through work at an international criminal tribunal;
- Experience in conducting complex investigations with a transnational character related to war crimes, organised crime, financial crimes, or trafficking in human beings;
- Proven track record as a Trial Attorney in the prosecution of complex cases.

Personnel Security Clearance

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

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- 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.

Executive Division
Special Investigative Task Force

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/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).

1. 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.
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Personnel Security Clearance

- To be in possession of Personnel Security Clearance at the level of 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.

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 relocations, 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 KOSOVO 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 fields, where the duration of university education in the country awarded is three (3) years, 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;
- Demonstrated ability to manage high volume recruitment processes.

Personnel Security Clearance

- To be in possession of Personnel Security Clearance at the level of 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;
- Ability to perform under stress and in difficult circumstances.

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

The Security Expert reports to the Head of the Planning Team. On issues related to the operational security of Planning Team staff and assets the Security Expert will report to the Senior Mission Security Officer and update him/her on developments in this regard. .

1. Main Tasks and Responsibilities:

- To undertake assessments 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 relevant assessments while keeping the Senior Mission Security Officer informed;
- To assume security responsibility and implement the specific Security Plan for the Planning Team Members;
- 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, and any sensitive transfer and movement.
- To consider how the EU security regime and regulations can accommodate the needs of a relocated internationalized court and its functions and to provide advice on this regime's applicability to relocated and internationalized trial and appellate proceedings;
- To liaise and consult with the Detention Management Expert on the security needs for the detention facilities and any movement 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 input, as necessary, in relation to security issues on the Implementation and Operationalization Plan, on the Information Sensitivity, Classification, Handling and Access Policy, and on the IT Security 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 prepare procurement paperwork for all necessary security procurements including work, services and equipment, 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 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 other related fields, 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 other related fields, 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 possession of Personnel Security Clearance at the level of EU SECRET.

Advantageous

- Experience as Chief of Security, Senior Mission Security Officer 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 organisation;
- 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.

Title: **Recruitment Assistant - EK 21018**

Employment regime: **Seconded/Contracted**

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

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

The Recruitment Assistant reports to the Human Resources Expert.

1. Main Tasks and Responsibilities:

- To assist the Human Resources Expert with human resources tasks for the Planning Team;
- To assist throughout the recruitment process, including in arranging panels, interviews, selection and deployment of staff members;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To ensure proper registration of new staff for their benefits and entitlements;
- To undertake any other related tasks as requested by the Human Resources Expert or the Head of Planning Team.

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

- A minimum of five (5) years of responsible professional experience recruitment, preferably in the context of an international organisation, in particular the EU or UN;
- Demonstrated ability to use computer technology;
- Excellent analytical, planning, organisational, drafting and IT skills;
- A demonstrated ability to work quickly and accurately in a pressurised, demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds; and
- Ability to maintain a professional demeanour including a strict adherence to rules and regulations as required including the Code of Ethics and Conduct.

Personnel Security Clearance

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

Advantageous

- Prior experience in recruitment for a domestic or international criminal court;
- Prior experience in recruitment for an EU CSDP Mission;
- 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; and
- International experience, particularly in crisis areas with multi-national and international organisations.

Office of the Chief of Staff

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 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: 1 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 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 possession of Personnel Security Clearance at the level of 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: 2 Pending Vacancies: 1

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 KOSOVO 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 possession of Personnel Security Clearance at the level of 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: **Vice President of EULEX KOSOVO Judges – EK 20091**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Vice President of EULEX KOSOVO Judges reports to the President of EULEX KOSOVO Judges.

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 particular with regard to the Mission executive mandate in form of adjudication;
- To support the President of EULEX KOSOVO Judges in directing and supervising the members of EULEX KOSOVO Judges, while fully respecting the independence of EULEX KOSOVO judges in adjudicating individual cases;
- To deputise for the President of EULEX KOSOVO Judges during the latter's absence;
- To receive and carry out any specific duties/functions delegated to him/her by the President of EULEX KOSOVO Judges;
- To act as focal point for all civil matters falling within the portfolio of EULEX KOSOVO Judges;
- To support the President of EULEX KOSOVO Judges in facilitating and organising the EULEX KOSOVO Judges' efforts of drawing conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams and consulting when necessary with the Strengthening Division for consideration and follow up with the KJC;
- To participate in the selection of EULEX KOSOVO Judges and prosecutors as well as in case allocation and case selection, as member of the respective panels;
- To represent the EULEX KOSOVO Judges in other bodies as foreseen in the applicable law;
- To participate in mixed panels with Kosovo judges in the adjudication of cases which fall under the competences of the Supreme Court;
- Through the work in mixed teams with local counterparts 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;
- To consult regularly with the Head of the Executive Division on matters of common interest, namely on the Mission's priorities in accordance with the Mission's overall strategic objectives;
- To provide timely information to the Head of the Executive Division on possible security issues related to the handling of cases by EULEX KOSOVO judges;
- To support the President of EULEX KOSOVO Judges in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission and in particular Annex E of the OPLAN;
- To represent the Mission or the EULEX KOSOVO Judges, as appropriate;
- To undertake any other related tasks as requested by the President of EULEX KOSOVO 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;

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 eleven (11) years of relevant and proven full-time professional experience.

Specification of Experience

- At least ten (10) years of professional experience as judge, preferably in higher/appeals courts;
- Extended experience in court management;
- Strong managerial track record.

Personnel Security Clearance

- To be in possession of Personnel Security Clearance at the level of 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 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: **Deputy Head of Executive Division (Head of Executive Police) – EK 20110**

Employment regime: **Seconded**

Confirmed vacancies: 1

Pending vacancies: 0

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

1. Main Tasks and Responsibilities:

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

2. Qualifications and Experience:

Essential

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

OR

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

OR

- Equivalent Police/Military Academy education and at least thirteen (13) years of relevant and proven full-time professional experience.

Specification of Experience

- At least ten (10) years of proven and extensive police experience at upper management;
- Strong managerial track record;
- Sound knowledge of criminal investigations and special police operations;
- Good understanding of border related issues, including integrated border management and some understanding of customs related issues;
- Indicative rank: Colonel/Chief Superintendent or equivalent

Personnel Security Clearance

- To be in possession of Personnel Security Clearance at the level of 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.

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

Employment regime: **Seconded**

Confirmed vacancies: 1

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 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 possession of Personnel Security Clearance at the level of 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.

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 mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area the Mission 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 KOSOVO, 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.

Personnel Security Clearance

- To be in possession of Personnel Security Clearance at the level of 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;
- Authorized to carry and issued a personal weapon
- Knowledge of Albanian language;
- Experience in criminal intelligence.

Title: **Operations Officer of International Police Cooperation Unit – EK 20131**

Employment regime: **Seconded**

Confirmed vacancies: 1

Pending vacancies: 0

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

1. Main Tasks and Responsibilities:

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

2. Qualifications and Experience:

Essential

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

OR

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

OR

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

Specification of Experience

- At least five (5) years of working experience with Interpol, Europol, SIRENE, Bi-lateral cooperation and with mutual assistance;
- Background in Organised Crime investigations and experience of the intelligence function, International policing experience; international cooperation agreements;
- Working knowledge of cooperating with other entities (FRONTEX, SELEC centres, ILECU project, Embassies, etc.);
- Indicative rank: Senior Police Officer or equivalent;
- Proficient with access into the I-24/7 Interpol database and SIENA system;
- Very good interpersonal and communication skills, both written and oral.

Personnel Security Clearance:

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

Advantageous

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

The Serious Crime Investigation Officer will report to the Chief of Organized Crime Investigation Unit (OCIU).

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 the Mission 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 Chief of OCIU.

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 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;
- 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;
- Serbian or Albanian language skills;
- Driving licence of Category C.

Title: **Serious Crime Investigation Officer (War Crime Investigation Unit) - EK 20138**

Employment regime: **Seconded**

Confirmed Vacancies: 3

Pending Vacancies: 0

The Serious Crime Investigation Officer will report to the Chief of War Crime Investigation Unit (WCIU).

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 the Mission 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 undertake any other related tasks as requested by the chief of WCIU.

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 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;
- 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 war crimes;
- Serbian or Albanian language skills;
- Driving licence of Category C.

Title: **Chief of Planning, Operations and Training Cell, (SPD) – EK 20143**

Employment regime: **Seconded**

Confirmed Vacancies: 1

Pending Vacancies: 0

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

1. Main Tasks and Responsibilities:

- To direct and supervise the daily work of the Planning Operations and Training Cell (POTC);
- To manage and coordinate the duties of POTC before, during and after special operations;
- To manage and coordinate actions between all SPD Units and other units / departments / divisions / organizations;
- To manage and coordinate both long term and urgent planning of all POTC activities;
- To manage all training activities of the Special Police Department;
- To prepare, chair and take part in briefings about operations and trainings with other units/departments/divisions/organizations;
- To gather, review, evaluate and elaborate operational orders and forward through the chain of command;
- To write orders about operative problem solving;
- To collect SOP;
- To keep all the ordinary publications listed in a provided load-register; taking also care of permanent or temporary allocation of above mentioned publications to requesting offices;
- To undertake any other related tasks as requested by the Chief of Staff (Special Police Department).

2. Qualifications and Experience:

Essential

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

OR

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

OR

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

Specification of Experience

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

Personnel Security Clearance

- To be in possession of Personnel Security Clearance at the level of 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 is desirable;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Previous experiences in the information gathering working area;
- Very good communication skills in English, written and spoken;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

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

Employment regime: **Seconded**

Confirmed Vacancies: 2 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/organisations;
- 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 possession of Personnel Security Clearance at the level of 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 Operator – EK 20154**

Employment regime: **Seconded**

Confirmed Vacancies: 5 Pending Vacancies: 0

The SWAT Operator reports to SWAT Team Leader.

1. Main Tasks and Responsibilities:

- To be responsible for all the tasks dedicated to 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 KOSOVO 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 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 KOSOVO 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 possession of Personnel Security Clearance at the level of 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: 0 Pending Vacancies: 1

The Head 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 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 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 possession of Personnel Security Clearance at the level of 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.

Title: **Border Police Officer– EK 20162**

Employment regime: **Seconded**

Confirmed vacancies: 5

Pending vacancies: 0

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 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

Advisory Unit on Border Matters

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

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

The Chief 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 Head of Kosovo Customs 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 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, 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 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 Customs professional experience.

Specification of Experience

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

Personnel Security Clearance

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

Strengthening Division

Advisory Unit on Border Matters

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

Employment regime: **Seconded**

Confirmed Vacancies: 4 Pending Vacancies: 0

The Border Police Monitor reports to the Deputy Chief 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 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 Chief 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 Chief 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;

Title: **Mobile Advisor – EK 20223**

Employment regime: **Seconded**

Confirmed Vacancies: 2 Pending Vacancies: 0

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 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.

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

1. Main Tasks and Responsibilities:

- To act as direct counterpart to the Kosovo Police (KP) Deputy Director General of Resources;
- To contribute, on the strategic 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) the senior staff of KP;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to general policing issues in line with Mission mandate and priorities;
- To provide technical, tactical and constructive advice, and to support, mentor and monitor KP leadership in relation to initiating pro-active and re-active approach in the field of general policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities;
- To coordinate closely with other relevant organisational units;
- To advise and support in key areas of all KP Human Resources, promotion process and training related issues, in line with the Mission mandate and priorities;
- To advise and support in key areas of all KP Budget, Procurement, IT, Logistics and Facility Management issues, in line with the Mission mandate and priorities;
- To advise and support concerning further development of KP administrative policies and procedures, within the applicable legislation focused on the process of evaluating, reviewing and refining recruitment, selection and promotion of personnel, in line with the Mission mandate and priorities;
- To advise and support in generating and enhancing strategic orientation for KP long term planning and financial sustainability, transparent and effective management of public money free of political interference and corruptive practices, recommendations for implementation of the legislation governing the financial resources, in line with the Mission mandate and priorities;
- To advise and support on further development and implementation of administrative management strategies in accordance with the key criteria of accountability, sustainability and reduced political interference and adhering to the international recognized standards and European Best Practices, whilst ensuring professionalism, impartiality and independence in the implementation of the finance, budget, procurement and capital investments projects, in line with the Mission mandate and priorities;
- To advise and support in further developing benchmarking and inspection plans to ensure compliance with the advice provided, in line with the Mission mandate and priorities;
- To assist the KP Deputy Director General in developing internal and external professional working relationships across the spectrum of the KP portfolio at a senior management level;
- To facilitate police coordination and information exchange;

- To define short, medium and long term strategic objectives, develop associated plans, and monitor and evaluate performance to ensure that KP Staff related objectives are achieved in line with Mission Implementation Plan (MIP);
- To make relevant recommendations for further development in the area of responsibility of the KP Deputy Director General in line with Mission Implementation Plan (MIP);
- To undertake any other related tasks as requested by the Head of Police Strengthening Department.

2. Qualifications and Experience:

Essential

- Successful completion of a full course of university studies attested by a 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 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 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 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 police experience.

Specification of Experience

- Indicative rank: Colonel, Chief Superintendent, or equivalent;
- At least eight (8) years of experience at a strategic command level with broad professional experience in all aspects of Police management;
- Excellent negotiation and problem-solving skills;
- Very good personal and communications skills, both written and oral;
- Experience in managing HR issues including training and staff development;
- Experience in managing or working with financial systems and budgeting;
- Ability to perform under stress and in difficult circumstances.

Personnel Security Clearance

- To be in 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;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

Strengthening Division

Police Strengthening Department/ KP North Regional Directorate

Title: **Chief Regional Advisor – EK 20228**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief Regional Advisor reports to the Head of Police Strengthening Division.

1. Main Tasks and Responsibilities:

- To deliver the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Regional Commander;
- To operationalise – within his/her field of responsibility – 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 direct and supervise the work of the Regional Advisors and Station Advisors in the KP north Regional Directorate to ensure it delivers on the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of the Police Strengthening Department;
- 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 Commander regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To liaise with relevant international stakeholders operating into the Region at the appropriate level;
- To coordinate and monitor the implementation of the programs and projects run in the region;
- 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, 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

- At least five (5) years of experience at senior management level in command of a district or specialist department;
- Indicative rank: Major, Superintendent or equivalent;
- Knowledge of and experience in project management;
- Driving license of Category C;
- Ability to perform under stress and in difficult circumstances;
- Staff member is expected to live in the north.

Personnel Security Clearance

- To be in 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;
- Authorized to carry and issued a personal weapon;
- 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 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: **Close Protection Team Leader – EK 20324**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Close Protection Team Leader (SSD) reports to the Deputy Senior Mission Security Officer (DSMSO).

1. Main Tasks and Responsibilities:

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

2. Qualifications and Experience:

Essential

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

OR

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

OR

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

Specification of Experience

- At least five (5) years of close protection experience;
- Demonstrated ability in providing effective operational planning for a CPT;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Trained and certified in advanced close protection techniques (theory and practice);
- Authorized to carry and issued a personal weapon;
- 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 Security Clearance at the level of EU SECRET.

Advantageous

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

Confirmed Vacancies: 2 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 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.