

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 3-2015 Extraordinary Call for Contributions						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
Job Location:	Western Balkans Region (Kosovo)					
Employment Regime:	Seconded					
Job Titles/Vacancy Notice:	Ref.:	Name of the Post:	Pending:	Confirmed Vacancies:	Total Vacancies:	Availability:
	<u>Seconded</u>					
	EK 20075	Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)	0	1	1	ASAP
	EK 20095	Legal Officer in the Special Chamber at the Supreme Court (privatization matters)	0	1	1	ASAP
	EK 20335	Mission Security Officer/Team Leader	0	1	1	ASAP
Deadline for Applications:	7 December 2015 at 17:00 hours (Brussels time)					
Email address to send the Job Application Form to:	<p><u>Seconded Candidates:</u></p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list the relevant positions. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. 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;">cpc.eulexkosovo@eeas.europa.eu</p>					

Information:	<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 2630</p>
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Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, 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).

Tour of Duty Period – Subject to the adoption of another Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months. The deployment shall remain subject to the decision on the Strategic Review of EULEX KOSOVO and the subsequent inclusion of the relevant position in the revised operational documents. Should the respective position therefore cease to exist after 14 June 2016 or any time later, the tour of duty extension will be understood as limited to this date only.

The Civilian Operations Commander requests that contributing States propose candidates for the following international staff position for EULEX KOSOVO, according to the requirements and profile 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.

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

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 Mission. In line with the Head of Mission's intent to increase the footprint in the north and in addition to those advertised positions which explicitly state that the staff member should live in the north, other staff members subsequently deployed to the region after their arrival are expected to be ready to live in the north.

Physical and Mental Health – 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.

Language Skills² – 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 – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – e-Hest³ or equivalent.

Education – European Qualifications Framework (EQF)⁴.

Driving Licence – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle. Category C driving licence 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.

² [Common European Framework of References for Languages](#)

³ <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

⁴ <https://ec.europa.eu/ploteus/content/descriptors-page>

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 Candidate

Passport – The selected candidate must obtain a passport from the respective National Authority. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Contributing States and Mission Members must ensure that visa is obtained for entry into the Mission area prior to departure from the home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Required Security Clearance (PSC) – The selected candidate will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded staff, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For seconded staff access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

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

Medical Certificate – The selected candidate 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 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 to take this into account when offering contributions.

Application Form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word format, and indicating the position the candidate is applying for.

Selection Process – The most suitable candidates will be shortlisted 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 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).

Job Descriptions

Position Name: Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)	Employment Regime: Seconded	
Ref. Number: EK 20075 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Executive Division/Office of the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)	Level of Security Clearance: EU SECRET or equivalent for contributing third States	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

As Deputy Head of Executive Division (without prejudice to the principles of independence of the judges and the autonomy of the prosecutors):

- To deputise for the Head of Executive Division in the latter's absence in all administrative and managerial functions of the Executive Division;
- To assist the Head of the Executive Division in ensuring the accurate and timely reporting and information flow, the compliance with instructions by the Mission management within the Division and the issuance of clear instructions on the operational level to the Division.

As Chief EULEX KOSOVO Prosecutor:

- To advise and support the Head of Executive Division in the management of the prosecutorial and Department of Forensic Medicine elements of the Executive Division;
- To interact on a regular basis with the Kosovo Chief State Prosecutor;
- To operationalize – within his/her field of responsibility – the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate, in particular in the prosecution area;
- To supervise the work of the EULEX KOSOVO Deputy Chief Prosecutor of the Special Prosecution Office (SPRK), and of the Department of Forensic Medicine and to manage, prioritize and direct their work to ensure they deliver on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM, while fully respecting and ensuring the autonomy of EULEX KOSOVO prosecutors in prosecuting individual cases;

- To participate in the selection of EULEX KOSOVO judges and prosecutors, as member of the respective panels;
- To represent EULEX KOSOVO prosecution at Supreme Court level and other relevant courts;
- To oversee EULEX KOSOVO prosecutors' activities in building local prosecutorial capacities through the work in mixed teams with local counterparts and through mentoring the local prosecutors on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, on all aspects of prosecutorial functions;
- To consult regularly with the Head of the Executive Division and the Deputy Head of Executive Division (Police) 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 prosecutors;
- To ensure, at operational level, coordination with the Deputy Head of the Executive Division (Police) in particular on on-going investigations and cases;
- 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 his/her field of responsibility and to issue clear instructions on the operational level to the Departments and Units under him/her;
- To represent the Mission, as appropriate;
- To undertake any other related tasks as requested by the Head of Executive Division.

Qualifications and Experience:

Essential

- Successful completion of a full course of university studies of at least 4 years, attested by a degree in Law;

OR

- Having obtained educational qualification of the second cycle in Law under the framework of qualifications of the European Higher Education Area e.g. Master's Degree;

OR

- Having obtained educational qualification in Law equivalent/referenced to level 7 in the European Qualifications Framework;

AND

After having obtained the relevant degree/qualification, at least 12 years of relevant and proven full-time professional experience.

Specification of Experience

- Experience in being a senior public prosecutor with experience in leading prosecutorial offices/teams;
- Strong managerial track record.

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.

Position Name: Legal Officer in the Special Chamber at the Supreme Court (privatization matters)	Employment Regime: Seconded	
Ref. Number: EK 20095 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Executive Division/ EULEX KOSOVO Judges/ Special Chamber (Supreme Court)	Level of Security Clearance: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Legal Officer reports to EULEX KOSOVO Judges in the Special Chamber at the Supreme Court.

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

Qualifications and Experience:

Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Law;

OR

- Having obtained educational qualification of the first cycle in Law under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

OR

Having obtained educational qualification in Law equivalent/referenced to level 6 in the European Qualifications Framework;

AND

After having obtained the relevant degree/qualification, at least 5 years of relevant and proven full-time professional experience.

Specification of Experience

- At least 4 years of professional experience in civil Law;
- Experience in drafting decisions in commercial, labour, insolvency or property Law proceedings.

Advantageous:

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

Position Name: Mission Security Officer/Team Leader	Employment Regime: Seconded	
Ref. Number: EK 20335 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff/ Security and Safety Department/ SITF Mission Security Officers	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

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

Main Tasks and Responsibilities:

- To manage all security resources for the SITF, thereby ensuring a safe operating environment for SITF staff working in Belgium and abroad. Responsible for planning, tasking, and coordinating MSOs allocated under command as necessary, together with guiding and managing their roles and performance;
- To develop, implement, update and maintain SITF security policies and procedures;
- To carry out threat/risk assessments in order to ensure appropriate SITF security measures are put in place, in a timely and effective manner;
- To gather, analyse, assess and brief on information that may affect the safety and security of the SITF staff, assets, information and reputation in Brussels, the Mission area, and other countries as necessary, giving physical and material support as appropriate;
- To liaise with EULEX KOSOVO Mission individuals and departments as well as designated security information focal points (Diplomatic/Police/Military) in any locations where the SITF operate or may operate in the future;
- To supervise the SITF security team, managing their tasks and setting out their priorities;
- To liaise with SMSO, EULEX KOSOVO Security and Safety Department in order to arrange additional support as necessary;
- To ensure timely and accurate security reporting;
- To assist with all aspects of IT Security for the SITF;
- To oversee use, handling and storage of secure communication equipment;
- To oversee use, handling and storage of sensitive information and EUCI;
- To identify the future needs of the SITF, plan, budget and implement procurement actions for goods and services as appropriate, supervise security related contracts;
- To conduct or oversee security training for SITF members in residential, office, travel and general security awareness, as well as identify future training needs;
- To undertake any other related tasks as required by the SMSO.

Qualifications and Experience:

Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Police Science, Military Science, Security or Emergency Management or other related field;

OR

- Having obtained educational qualification of the first cycle in Police Science, Military Science, Security or Emergency Management or other related field under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

OR

- Having obtained educational qualification in Police Science, Military Science, Security or Emergency Management or other related field equivalent/referenced to level 6 in the European Qualifications Framework;

AND

After having obtained the relevant degree/qualification, at least 7 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military academy education or specialised training on field operations, force protection and/or security in a civilian security organisation and, after having obtained the equivalent education and/or specialized training, at least 7 years of relevant and proven full-time professional experience.

Specification of Experience

- Minimum of 7 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police;
- 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;
- Ability to work in difficult, stressful circumstances on own initiative, with minimal information and sometimes alone and without direct support;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Authorized to carry and be issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Advantageous

- Completion of the EEAS Security Officers Certification Course (MSO) highly desirable; knowledge of EU security policies and security organisation is also highly desirable;
- International experience of an CSDP, together with experience of multi-national and international organizations/Missions;
- 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;
- Previous experience in investigation security;
- Working knowledge of French and some knowledge of Albanian and/or Serbian;
- Experience in working with, handling and storing EU Classified Information;
- Knowledge of CSDP Mission procurement;

- The position is based in Brussels, but extensive duty travel will be required at short notice.