

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 3-2015 Call for Contributions</b>						
<b>Organisation:</b>	<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)</b>					
<b>Job Location:</b>	<b>Western Balkans Region (Kosovo) or Brussels, Belgium</b>					
<b>Employment Regime:</b>	<b>Seconded, Seconded/Contracted</b>					
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post</b>	<b>Pending</b>	<b>Confirmed Vacancies</b>	<b>Total Vacancies</b>	<b>Availability</b>
	<b><u>Seconded</u></b>					
	EK 20002	Deputy Head of Mission	0	1	1	March 2016
	EK 20005	International Secretary for the Head of Mission	0	1	1	July 2016
	EK 20006	Liaison Officer	0	1	1	August 2016
	EK 20013	Head of Regional Liaison Office (Belgrade)	0	1	1	June 2016
	EK 20016	Chief of Internal Investigations Unit	0	1	1	ASAP
	EK 20035	Chief of Joint Operations Room	0	1	1	June 2016
	EK 20036	Joint Operations Room Shift Leader	0	2	2	2 in July 2016
	EK 20037	Joint Operations Officer/SSD	0	1	1	March 2016
	EK 20038	Joint Operations Room Police Operator	0	4	4	1 ASAP 1 in July 2016 2 in August 2016
	EK 20046	Programme Manager (HQ)	1	0	1	ASAP
	EK 20048	Programme Manager (Division Level)	1	0	1	ASAP

EK 20051	Political Advisor/ Reporting Officer	1	1	2	ASAP
EK 20057	Legal Officer	0	0	1	June 2016
EK 20077	Prosecutor	0	2	2	1 in April 2016 1 in June 2016
EK 20078	Legal Officer	0	1	1	ASAP
EK 20095	Legal Officer in the Special Chamber at the Supreme Court (Privatisation Matters)	0	1	1	ASAP
EK 20097	Legal Officer at the Supreme Court/ Appellate Court	1	1	2	ASAP
EK 20121	Informant Handler	0	2	2	June 2016
EK 20122	Special Liaison Intelligence Officer	0	1	1	June 2016
EK 20124	Intelligence Researcher/ Database Input Officer	0	1	1	ASAP
EK 20126	EU Office for Criminal Intelligence IT Administrator	0	2	2	1 in April 2016 1 in June 2016
EK 20128	Regional Criminal Intelligence Officer	0	2	2	ASAP
EK 20130	Chief of International Police Cooperation Unit	0	1	1	ASAP
EK 20131	Operations Officer of International Police Cooperation Unit	0	3	3	1 ASAP 1 in June 2016 1 in August 2016
EK 20137	Serious Crime Investigation Officer (Organised Crime Investigation Unit)	1	9	10	2 ASAP 4 in June 2016 4 in July 2016
EK 20138	Serious Crime Investigation Officer (War Crime Investigation Unit)	0	11	11	1 ASAP, 5 in June 2016 3 in July 2016 2 in August 2016
EK 20140	Head of Special Police Department	0	1	1	August 2016
EK 20143	Chief of Planning, Operations and Training Cell	0	1	1	ASAP
EK 20144	Planning, Operations and Training Officer	0	2	2	1 ASAP 1 in July 2016
EK 20145	Planning, Operations and Training Officer - Training	0	1	1	ASAP

EK 20146	Planning, Operations and Training Officer - Information Management	0	1	1	June 2016
EK 20154	SWAT Operator	0	13	13	5 ASAP 6 in June 2016 1 in July 2016 1 in August 2016
EK 20170	Head of Strengthening Division	0	1	1	May 2016
EK 20186	Anti-Corruption Adviser	0	1	1	June 2016
EK 20215	Head of Police Strengthening Department	0	1	1	March 2016
EK 20228	Chief Regional Advisor	0	1	1	June 2016
EK 20229	Regional Advisor to Deputy Regional Commander	0	1	1	June 2016
EK 20232	Regional Advisor to Head of Regional Investigation Unit	0	1	1	April 2016
EK 20233	Station Advisor	0	4	4	1 ASAP 1 in June 2016 2 in July 2016
EK 20241	Administration Officer	0	2	2	1 in July 2016 1 in August 2016
EK 20267	Chief HR Planning and Recruitment	0	1	1	ASAP
EK 20320	Senior Mission Security Officer	0	1	1	June 2016
EK 20324	Close Protection Team Leader	0	1	1	July 2016
EK 20326	Close Protection Operator	0	3	3	2 in April 2016 1 in July 2016
EK 20329	Mission Security Officer	0	3	3	1 ASAP 1 in March 2016 1 in June 2016
EK 20336	Mission Security Officer	0	1	1	June 2016

		<u>Seconded/Contracted</u>			
EK 20096	Criminal Judge at the Supreme Court/ Appellate Court	1	2	3	2 ASAP, 1 in April 2016
EK 20098	Criminal Judge at Mitrovica (Basic) Court Level	0	2	2	1 ASAP 1 in June 2016
EK 20100	Criminal Judge at Mobile Unit for Basic Court level	0	2	2	1 ASAP 1 in August 2016
EK 20102	Appeals Judge for KPA Appeals	0	1	1	ASAP
EK 20301	IT Officer (Network/Servers)	0	2	2	ASAP
EK 20305	Chief Registry and Archives Unit	0	1	1	ASAP
EK 20322	Deputy Senior Mission Security Officer	1	0	1	ASAP
EK 20327	Team Leader (Mission Security Officer)	1	0	1	ASAP
EK 21003	Legal officer	0	1	1	ASAP
EK 21011	Human Resources Expert	0	1	1	ASAP
EK 21023	Victims Participation Expert	0	1	1	ASAP
EK 21024	Defence Expert	0	1	1	ASAP
<b>Deadline for Applications:</b>	22 January 2016 at 17:00 hours (Brussels time)				

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

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

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**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 a position therefore cease to exist after 14 June 2016 or any time later, the deployment will be understood as limited to this date only.

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 State<sup>1</sup>.

**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

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

professionally as a member of a team, in task forces and working groups with mixed composition (e.g. 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 Skills**<sup>2</sup> – 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-Hest<sup>3</sup> or equivalent.

**Education** – European Qualifications Framework (EQF)<sup>4</sup>.

**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.

## **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.

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<sup>2</sup> [Common European Framework of References for Languages](#)

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

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

### **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.

**Personnel Security Clearance (PSC)** – 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.

**Application Form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word format, and indicating which position(s) 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.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

**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).



<b>Position Name:</b> Deputy Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20002 Confirmed Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> March 2016
<b>Component/Department/Unit:</b> Office of the Head of Mission	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Deputy Head of Mission reports to the Head of Mission.

### Main Tasks and Responsibilities:

- To support the Head of Mission in commanding, managing and directing EULEX KOSOVO activities and operationalise the Mission's mandate and tasks as set out in the planning documents, including the overseeing of the development and implementation of the Mission Implementation Plan (MIP);
- To deputise for the Head of Mission in latter's absence;
- To support the Head of Mission in ensuring the Divisions and Departments deliver on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of Mission;
- To support the Head of Mission in liaising with the Kosovo authorities, international organisations and diplomatic representations;
- To act as the primary interlocutor - on senior management level - for National Contingent Leaders/National Points of Contact on matters falling within the scope of action of the NCL/NPC;
- To act as the primary interlocutor - on senior management level - for the Local Staff Committee;
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming;
- To ensure security and discipline of Mission staff, including internal investigations in line with the relevant rules and procedures;
- To undertake any other related tasks as requested by the Head of Mission.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Political Science, International Relations, Law, Social Sciences or Business Administration;

#### OR

- Having obtained educational qualification of the first cycle in Political Science, International Relations, Law, Social Sciences or Business Administration under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Political Science, International Relations, Law, Social Sciences or Business Administration equivalent/referenced to level 6 in the European Qualifications Framework.

AND

After having obtained the relevant degree/qualification, at least 15 years of relevant and proven full-time professional experience including at least 5 years of experience at senior management level.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education, at least 15 years of relevant and proven full-time professional experience including at least 5 years of experience at senior management level.

**Specification of Experience**

- International experience, particularly in relation to crisis areas and multi-national and international organisations;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to lead and oversee Operations in a large Mission with different professional backgrounds;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Good working knowledge of political, cultural and security situation and crisis management questions related with Balkans, particularly with Kosovo.

**Advantageous**

- Substantial knowledge of the functioning of the EU, in particular Common Foreign and Security Policy, including CSDP Policy;
- To have a good knowledge of EU Civilian Crisis Management Mission;
- Experience in national or international assignments within staff functions, in particular planning and organisation of crisis management Missions.

<b>Position Name:</b> International Secretary for the Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20005 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> July 2016
<b>Division/Department/Unit:</b> Office of the Head of Mission/ HoM Secretariat	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

### Qualifications and Experience:

#### Essential

- A level of secondary education attested by a diploma.

#### AND

- After having obtained the secondary education, at least 5 years of relevant and full-time professional experience.

### Specification of Experience

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

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Ability to work under tight deadlines with minimal supervision.

<b>Position Name:</b> Liaison Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20006 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> August 2016
<b>Division/Department/Unit:</b> Office of the Head of Mission/ HoM Secretariat	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Liaison Officer to the Head of Mission reports to the Head of Mission.

**Main Tasks and Responsibilities:**

- To support, assist and advise on all relevant political issues and developments;
- To liaise with key international stakeholders in Kosovo in the area of Rule of Law;
- To maintain contacts at staff level with the relevant stakeholders, in order to collect and disseminate information;
- To brief visitors, guests, partners and interested parties on all aspects of the Mission;
- To assist with aspects of Mission visibility - e.g. preparing presentations and materials;
- To take minutes at meetings and conferences;
- To prepare draft reports and documents for the Head of Mission;
- To accompany Head of Mission as required to meetings and events, make necessary preparations and maintain contacts;
- To undertake any other related tasks as requested by the Head of Mission.

**Qualifications and Experience:**

**Essential**

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Political Science, International Relations, Diplomacy, Social Sciences or other related university studies;

OR

- Having obtained educational qualification of the first cycle in Political Science, International Relations, Diplomacy, Social Sciences or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

OR

- Having obtained educational qualification in Political Science, International Relations, Diplomacy, Social Sciences or other related university studies 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.

**Specification of Experience**

- At least 7 years of experience particularly in diplomatic field;
- Substantial experience in diplomatic relations with third countries and knowledge of the national administrations of the EULEX KOSOVO contributing third States;
- Good understanding or experience of Rule of Law and/or Civilian Crisis Management interventions;
- Experience in liaison with international partners and international organisations.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Head of Regional Liaison Office	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20013 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> June 2016
<b>Division/Department/Unit:</b> Office of the Head of Mission/ Regional Liaison Office in Belgrade	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of Regional Liaison office reports to the Head of Mission.

### Main Tasks and Responsibilities:

- To direct and supervise the work of the Regional Liaison Office in Belgrade and its interaction with the Serbian authorities, and to coordinate the tasking to the staff of the Office;
- To represent the Mission at the appropriate level in Belgrade, with a particular emphasis on relations with the office of the President, the office of the Prime Minister, the office of the Minister without Portfolio in charge for European Integration, the Ministry of the Interior, the Ministry of Justice, the Ministry of Finance, the Ministry of Defence, the Office for Kosovo and the Ministry of Foreign Affairs as well as with major political parties and their representatives and civil society;
- To represent the Mission in meetings of EU Heads of Mission in Belgrade and in other relevant meetings;
- To monitor and report on political developments in Serbia with specific relevance to the Mission's work;
- To monitor and influence developments of relevance for the implementation of EULEX KOSOVO mandate;
- To act as focal point in Belgrade for the on-going Belgrade-Pristina dialogue and to liaise closely with Serbian counterparts engaged in this process, within the scope of the implementation of EULEX KOSOVO mandate;
- To provide advice and support to the Head of Mission as required;
- To maintain close contact and liaison with EU operations and representatives in Belgrade and Pristina and with the EEAS, Council and relevant Commission Services in Brussels, through the Mission chain of command;
- To undertake any other related tasks as requested by the Head of Mission.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 4 years, attested by a degree in Political Sciences, International Relations, Diplomacy, Law, History, Social Sciences, Economics or other related university studies;

#### OR

- Having obtained educational qualification of the second cycle in Political Sciences, International Relations, Diplomacy, Law, History, Social Sciences, Economics or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Master's Degree;

OR

- Having obtained educational qualification in Political Sciences, International Relations, Diplomacy, Law, History, Social Sciences, Economics or other related university studies 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**

- At least 5 years of working experience in a policy analytical and/or implementation position in a national or international context, including a minimum of 3 years of progressively responsible professional experience at management level;
- To be able to manage and motivate multinational and multicultural team;
- To be a good team-worker and have good communication and interpersonal skills;
- Very good analytical, networking and diplomatic skills.

**Advantageous**

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.



<b>Position Name:</b> Chief Internal Investigations Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20016 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Internal Investigations Unit	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

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

**Qualifications and Experience:**

**Essential**

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

OR

- Having obtained educational qualification of the second cycle in Law, Law Enforcement or Public Administration under the framework of qualifications of the European Higher Education Area e.g. Master’s Degree;

OR

- Having obtained educational qualification in Law, Law Enforcement or Public Administration equivalent/referenced to level 7 in the European Qualifications Framework.

AND

- After having obtained the relevant degree/qualification, at least 10 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military Academy education and, after having obtained the relevant education at least 10 years of relevant and proven full/time professional experience.

**Specification of Experience**

- At least 5 years of managerial experience.

**Advantageous**

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position Name:</b> Chief of the Joint Operations Room	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20035 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> June 2016
<b>Division/Department/Unit:</b> Office of the Chief of Staff/EULEX KOSOVO Joint Operations Room	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Chief of the Joint Operations Room reports to the Chief of Staff, while cooperating closely with the Senior Mission Security Officer and the Deputy Head of Executive Division (Head of Executive Police) for their areas of responsibility.

### Main Tasks and Responsibilities:

- To direct and supervise the work of the Joint Operations Room (JOR) to ensure delivery of tasks as set out in planning documents;
- To oversee 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 collection, compilation, analysis, assessment and timely dissemination of information relevant for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To oversee the production of reports, updates and other documents, as required, as well as to brief Mission management on a regular basis on developments relevant for the implementation of the Mission mandate as well as the general security situation;
- To ensure a proper information flow to the Watchkeepers' Capability;
- To contribute to planning activities of Security and Safety Department and Executive Police;
- To oversee the appropriate manipulation of secure communication means;
- To undertake any other related tasks as requested by the Chief of Staff.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies;

#### OR

- Having obtained educational qualification of the first cycle in Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies equivalent/referenced to level 6 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.

OR

- Equivalent Police Academy education and, after having obtained the relevant education at least 12 years of relevant and proven full-time police experience.

**Specification of Experience**

- Senior Law Enforcement Officer;
- At least 5 years of management experience and at least 3 years 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;
- Excellent analytical, organisational, planning, and time-management skills;
- Good presentation skills;
- Experience in handling EU classified information;
- Ability to perform under stress and in difficult circumstances.

**Advantageous**

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position Name:</b> Joint Operations Room Shift Leader	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20036 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 2 in July 2016
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ EULEX Joint Operation Room	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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).

### 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/organisations;
- 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 undertake any other duties as requested by Head of Joint Operations Room.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies;

#### OR

- Having obtained educational qualification of the first cycle in Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies 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 Academy education and, after having obtained the relevant education at least 7 years of relevant and proven full-time police experience.

**Specification of Experience**

- Senior Law Enforcement Officer;
- At least 3 years of management experience and at least 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.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Experience in handling EU classified information.

<b>Position Name:</b> Joint Operations Officer/SSD	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20037 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> March 2016
<b>Division/Department/Unit:</b> Office of the Chief of Staff/ EULEX KOSOVO Joint Operations Room	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

### Qualifications and Experience

#### Essential

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

OR

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

OR

- Having obtained educational qualification in a field related to Security or Emergency Management equivalent/referenced to level 6 in the European Qualifications Framework.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military Academy education or successful completion of a full course in civilian security organisation with duration of 3 years or more and, after having obtained the relevant education at least 6 years of relevant and proven full-time professional experience.

**Specification of Experience**

- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent analytical, organisational, planning, and time-management skills;
- Relevant experience in handling EU classified information;
- Excellent radio communication skills;
- Thorough understanding of applicable EU rules and regulations in the area of security and safety.

**Advantageous**

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.



<b>Position Name:</b> JOR Police Operator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20038 Confirmed Vacancies: 4 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP, 1 in July 2016, 2 in August 2016
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ EULEX KOSOVO Joint Operations Room	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### 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 organisations 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.

### Qualifications and Experience:

#### Essential

- A level of secondary education attested by a diploma and Police training and, after having obtained the secondary education and the relevant Police training, at least 5 years of relevant and proven full-time operational police experience.

**Specification of Experience**

- Analytical, organisational, planning, and time-management skills;
- At least 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.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in handling EU classified information;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Programme Manager (HQ level)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20046 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Office of the Chief of Staff/ Planning, Coordination and Compliance Office	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Programme Manager (HQ level) reports to the Head of Planning, Coordination and Compliance Office (PCCO).

### Main Tasks and Responsibilities:

- To assist and advise the Head of PCCO 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), including through a programmatic approach comprising, benchmarking, evaluation, and compliance mechanisms;
- To ensure that PCCO's initiatives and planning are kept updated and well-coordinated with all relevant internal and external stakeholders;
- To monitor and analyse internal and external developments relating to the MIP;
- To compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Kosovo's rule of law structures/activities related to political and social issues;
- To study the Kosovo rule of law structures with a view to their professional and operational effectiveness, in accordance with the goals of the Mission;
- To analyse and assess the developments and achievements of Mission operational objectives;
- To assist in developing and maintaining longitudinal analysis for programme stakeholders to gauge programme impact;
- To assist in developing new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identifying risks and assumptions, new benchmarks and monitoring mechanisms;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate, as appropriate, with internal and external stakeholders in particular to ensure a constant dialogue with Civil Society and NGOs;
- To undertake any other related tasks as required by the Head of PCCO.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Project Management, Human Resources, Business/Public Administration or other related university studies;

OR

- Having obtained educational qualification of the first cycle in Project Management, Human Resources, Business/Public Administration or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

OR

- Having obtained educational qualification in Project Management, Human Resources, Business/Public Administration or other related university studies equivalent/referenced to level 6 in the European Qualifications Framework.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience.

**Specification of Experience**

- 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.

**Advantageous**

- Substantial knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- 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 and proven experience in rule of law procedures, development and institution building;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Programme Manager (Division Level)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20048 Confirmed Vacancies: 0 Pending vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Planning, Coordination and Compliance Office	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Programme Manager (Division Level) reports to the Head of Planning, Coordination and Compliance Office (PCCO).

### Main Tasks and Responsibilities:

- To assist and advise the Head of PCCO 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), including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanism;
- To support, on behalf of the Head of PCCO, Heads of Division in translating the benchmarks and objectives of the MIP into their work;
- To ensure that PCCO initiatives and planning are kept updated, in coordination with the Mission Divisions;
- To monitor and analyse internal and external developments relating to Mission programmes;
- To compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Kosovo's rule of law structures/activities related to political and social issues;
- In coordination with the Divisions, to study the Kosovo rule of law structures with a view to their professional and operational effectiveness, in accordance with the goals of EULEX KOSOVO;
- To analyse and assess the developments and achievements of Mission operational objectives;
- To assist in developing and maintain longitudinal analysis for programme stakeholders to gauge programme impact;
- To assist in developing 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 ensure timely and accurate evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as required by the Head of PCCO.

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Project Management, Human Resources, Business Administration or other related university studies;

### OR

- Having obtained educational qualification of the first cycle in Project Management, Human Resources, Business Administration or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

### OR

- Having obtained educational qualification in Project Management, Human Resources, Business Administration or other related university studies equivalent/referenced to level 6 in the European Qualifications Framework.

### AND

After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience.

### **Specification of Experience**

- 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.

### **Advantageous**

- Substantial knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- 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 and proven experience in rule of law procedures, development and institution building;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Political Advisor/Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20051 Confirmed vacancies: 1 Pending vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Political/Reporting Office	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Political Advisor/Reporting Officer reports to the Head of Political/Reporting Office.

### 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 advise, as appropriate, the Divisions on all political and reporting matters relating to the Mission and support them, in his/her area of expertise and on behalf of the Head of the Political/Reporting Office in translating relevant benchmarks and objectives of the MIP into their work, in particular in terms of political interference;
- To monitor global diplomatic and political events and trends, with a particular focus on the EU, NATO, UN, and other important international stakeholders, that may impact on the political situation in Kosovo and advise the Head of Office on strategies and plans with a view to safeguarding EULEX KOSOVO interests and ensuring that the overall EU policies vis-à-vis the region are being followed;
- To monitor and analyse political trends and events in the EU Member States that might have an impact on the situation in Kosovo and/or EULEX KOSOVO and prepare draft strategies, policy papers and plans to ensure appropriate reaction/adaption by the Mission;
- To support the Head of Office in providing expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on fighting political interference in line with planning documents and in close coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To liaise with other stakeholders at the appropriate level inside and outside of the Mission, in particular with the EUSR/EU Office;
- To liaise with interlocutors at the local level, as appropriate;
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate and ensure compliance with its advice;
- To assist in overseeing the collating and analysing of reports coming from the different organisational units, in particular the Divisions, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- To prepare relevant Mission reports to the chain of command of the Mission, including monthly and six-monthly reports as well as special reports as requested and in coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;

- To accompany Mission managers to meetings with external interlocutors and to report on such meetings;
- To prepare talking points, speeches and meeting minutes;
- To undertake any other related tasks as requested by the Head of Political and Reporting Office.

### **Qualifications and Experience:**

#### **Essential**

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies;

#### OR

- Having obtained educational qualification of the first cycle in Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies equivalent/referenced to level 6 in the European Qualifications Framework.

#### AND

After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience.

#### **Specification of Experience**

- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Excellent editing and report writing skills;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- Ability to cope with working extra hours and in an environment with limited infrastructure.

#### **Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations.



<b>Position Name:</b> Legal Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20057 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> June 2016
<b>Division/Department/Unit:</b> Office of the Chief of Staff/ Human Rights and Legal Office	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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.

### 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 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.

**Advantageous**

- 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.

<b>Position Name:</b> Prosecutor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20077 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in April 2016 1 in June 2016
<b>Component/Department/Unit:</b> Executive Division/ Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/ Basic Prosecution Office Mitrovica	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed.	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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 KOSOVO Prosecutor).

### 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 5 years of relevant and proven full-time professional experience.

**Specification of Experience**

- At least 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.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Legal Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20078 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division/ Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/ Basic Prosecution Office Mitrovica	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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 organisation 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).

### 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 6 years of relevant and proven full-time professional experience.

**Specification of Experience**

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

**Advantageous**

- To have successfully passed the Bar Exam;
- 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.

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

### Reporting Line:

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

### 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 Judges assigned to the 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 privatisation 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:**

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with international organisations and in an international court.



<b>Position Name:</b> Legal Officer at the Supreme Court/ Appellate Court	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20097 Confirmed Vacancies: 1 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division/ EULEX Judges/ Supreme Court/Appellate Court	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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, organise court recorders and interpreters, attend Supreme Court sessions and hearings, participate in deliberations;
- To handle original court files, ensure that case files are well-organised 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.

### 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 criminal or civil Law;
- Experience in drafting decisions in criminal or civil proceedings.

**Advantageous**

- Knowledge of property and housing Law;
- Experience with mass claims processes or property restitution;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with international organisations and in an international court.

<b>Position Name:</b> Informant Handler	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20121 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> June 2016
<b>Component/Department/Unit:</b> Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**Reporting Line:**

The Informant Handler reports to the Head of EU Office for Criminal Intelligence (EUOCI).

**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.

**Qualifications and Experience:**

**Essential**

- A level of secondary education attested by a diploma complemented by police training or training in a similar/relevant field.

AND

- After having obtained the secondary education and police training or training in a similar/relevant field, at least 8 years of relevant and 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.

**Advantageous**

- 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;
- Authorised to carry and issued a personal weapon;
- Experience in criminal intelligence.

<b>Position Name:</b> Special Liaison Intelligence Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20122 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> June 2016
<b>Component/Department/Unit:</b> Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Special Liaison Intelligence Officer reports to the Head of EU Office for Criminal Intelligence (EUOCI).

### 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 be responsible for intelligence collection, protection analysis and dissemination of intelligence received from a variety of sensitive sources;
- To undertake liaison with the military, the law enforcement and other external parties to ensure intelligence capabilities are maximized in support of the EUOCI objectives;
- To ensure that material generated is handled in accordance with existing procedures and guidelines;
- To brief both internal and external agencies as required;
- To develop and update procedures for the SLU in order to maximize intelligence opportunities for the Unit;
- To provide advice in joint operations with other parties;
- To undertake any other related tasks as requested by the Head of EUOCI.

### Qualifications and Experience:

#### Essential

- A level of secondary education attested by a diploma complemented by police/ military training.

#### AND

- After having obtained the secondary education and police/military training, at least 5 years of relevant and proven full-time police/military experience.

#### Specification of Experience

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

**Advantageous**

- Military background and familiarity with military structures and terminology;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Experience in criminal intelligence.

<b>Position Name:</b> Intelligence Researcher/ Database Input Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20124 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Intelligence Researcher/Database Input Officer reports to the Head of EU Office for Criminal Intelligence (EUOCI).

### 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 work with the Desk Office Team in EUOCI and provide research assistance to the analysts and intelligence officers as well as introducing data material into the intelligence database;
- To research open and internal sources of information and all relevant databases and records;
- To liaise closely with intelligence officers within the Office and other police officers and departments to encourage the free flow of information;
- To follow EUOCI policy regarding security of information;
- To disseminate current information that may be of operational assistance;
- To undertake any other related tasks as requested by the Head of EUOCI.

### Qualifications and Experience:

#### Essential

- A level of secondary education attested by a diploma complemented by police training.

#### AND

- After having obtained the secondary education and the police training, at least 5 years of relevant and full-time police experience or equivalent professional experience.

#### Specification of Experience

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

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Experience in criminal intelligence.



<b>Position Name:</b> EU Office for Criminal Intelligence IT Administrator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20126 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in April 2016 1 in June 2016
<b>Division/Department/Unit:</b> Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in IT or other related field;

#### OR

- Having obtained educational qualification of the first cycle in IT 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 IT or other related field 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.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education, at least 5 years of relevant and proven full-time professional police experience.

**Specification of Experience**

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

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Working knowledge of i2 products (ibase and Analyst notebook).

<b>Position Name:</b> Regional Criminal Intelligence Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20128 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**Reporting Line:**

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

**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 establish effective liaison structure with all relevant Mission units to ensure timely exchange of information/intelligence;
- To collect information in the field that supports on-going investigations;
- To prepare and submit accurate written intelligence reports;
- To develop case specific intelligence in conjunction with the analysts;
- To develop and maintain information contacts with stakeholders in the Mission area;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Regional Criminal Intelligence Team Leader.

**Qualifications and Experience:**

**Essential**

- A level of secondary education attested by a diploma complemented by police training.

**AND**

- After having obtained the secondary education and the police training, at least 5 years of relevant and full-time police experience or equivalent professional experience.

**Specification of Experience**

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

**Advantageous**

- Extensive experience in collection of intelligence;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Experience in criminal intelligence.

<b>Position Name:</b> Chief of International Police Cooperation Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20130 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Executive Division / Executive Criminal Investigations Department/ International Police Cooperation Unit	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Chief of International Police Cooperation Unit reports to Head of Executive Criminal Investigation Division (ECID).

### Main Tasks and Responsibilities:

- To direct and supervise the work of International Police Cooperation Unit;
- 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 i.a. Interpol, Europol and ILECU (Kosovo Police International Police Cooperation Unit);
- To manage, prioritize and direct its work to ensure it delivers on the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the Deputy Head of Executive Division (Police);
- 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 Unit;
- To ensure the Unit's support, in its field of responsibility, for the operational requirements of the Head of the Executive Criminal Investigations Department (ECID), and with other Units of ECID;
- To liaise closely with the relevant Kosovar and external stakeholders;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Head of Executive Criminal Investigation Division.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Law, Political, Social Sciences, Public Administration or other related fields;

#### OR

- Having obtained educational qualification of the first cycle in Law, Political, Social Sciences, Public Administration or other related fields under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Law, Political, Social Sciences, Public Administration or other related fields equivalent/referenced to level 6 in the European Qualifications Framework.

AND

- After having obtained the relevant degree/qualification, at least 10 years of relevant and proven full-time professional experience in International Police Cooperation.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education at least 10 years of relevant and proven full-time professional experience.

**Specification of Experience**

- Senior Law Enforcement Officer;
- At least 5 years of experience in upper management positions;
- Strong managerial track record;
- Working experience with Interpol, Europol, SIRENE, Bi-lateral police cooperation and in 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.);
- Very good interpersonal and communication skills, both written and oral.

**Advantageous**

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorised to carry and issued a personal weapon.

<b>Position Name:</b> Operations Officer of International Police Cooperation Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20131 Confirmed Vacancies: 3 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 1 in June 2016 1 in August 2016
<b>Component/Department/Unit:</b> Executive Division/Executive Criminal Investigations Department/ International Police Cooperation Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Law, Political, Social Sciences, Public Administration or other related fields;

#### OR

- Having obtained educational qualification of the first cycle in Law, Political, Social Sciences, Public Administration or other related fields under the framework of qualifications of the European Higher Education Area e.g. Bachelor’s Degree;

#### OR

- Having obtained educational qualification in Law, Political, Social Sciences, Public Administration or other related fields 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 in International Police Cooperation.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education at least 5 years of relevant and proven full-time professional experience.

**Specification of Experience**

- Senior Law Enforcement Officer;
- At least 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.);
- Proficient with access into the I-24/7 Interpol database and SIENA system;
- Very good interpersonal and communication skills, both written and oral.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorised to carry and issued a personal weapon;
- Readiness to work in Pristina or Mitrovica.

<b>Position Name:</b> Serious Crime Investigation Officer (Organised Crime Investigation Unit)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20137 Confirmed Vacancies: 9 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 2 ASAP 4 in June 2016 4 in July 2016
<b>Component/Department/Unit:</b> Executive Division/ Executive Criminal Investigations Department/ Organised Crime Investigation Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Law Enforcement, Law, Police Science or other related fields;

#### OR

- Having obtained educational qualification of the first cycle in Law Enforcement, Law, Police Science or other related fields under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Law Enforcement, Law, Police Science or other related fields 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 police experience.



OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education at least 5 years of relevant and proven full-time police experience.

**Specification of Experience**

- At least 5 years of relevant and proven fulltime professional experience on serious, criminal investigations;
- Knowledge in intelligence handling and covert measures;
- Authorised to carry and issued a personal weapon.

**Advantageous**

- Ability to perform under stress and in difficult circumstances;
- 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;
- Experience in investigating organised crime;
- Driving licence of Category C.

<b>Position Name:</b> Serious Crime Investigation Officer (War Crime Investigation Unit)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20138 Confirmed Vacancies: 11 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 5 in June 2016 3 in July 2016 2 in August 2016
<b>Component/Department/Unit:</b> Executive Division/Executive Criminal Investigations Department/ War Crime Investigation Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Law Enforcement, Law, Police Science or other related fields;

#### OR

- Having obtained educational qualification of the first cycle in Law Enforcement, Law, Police Science or other related fields under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Law Enforcement, Law, Police Science or other related fields 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 police experience.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education at least 5 years of relevant and proven full-time police experience.

**Specification of Experience**

- At least 5 years of relevant and proven full time professional experience on serious, criminal investigations;
- Knowledge in intelligence handling and covert measures;
- Authorised to carry and issued a personal weapon.

**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;
- Experience in investigating war crimes;
- Serbian or Albanian language skills;
- Driving licence of Category C.

<b>Position Name:</b> Head of Special Police Department	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20140 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> August 2016
<b>Division/Department/Unit:</b> Executive Division/ Special Police Department	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To direct, supervise, coordinate and analyse all activities of the Special Police Department with due regard to the best European Policing standards;
- To act as the representative of the Special Police Department for contacts with senior government officials of the Ministry of Interior, police officials and other officials dealing with police issues, and articulates Mission policy on special police matters to above mentioned officials;
- To facilitate cooperation of the Department with other EULEX KOSOVO Mission Departments as well as international and local counterparts;
- To coordinate different subdivisions of the Head of Special Police Department;
- To organise and coordinate developments within the Kosovo Police (KP) in his/her field of competence;
- To assist and advise the Head of Executive Division, with the assistance of the appropriate operational and technical staff, on all special police issues;
- To represent the Special Police Department internally within the Executive Division and externally with other EULEX KOSOVO Departments as well as international and local organisations;
- To lead the process of identifying training needs for the Special Police Department;
- To undertake any other tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

### Qualifications and experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Social Sciences, Law Enforcement, Law, Public Administration or other related fields;

#### OR

- Having obtained educational qualification of the first cycle in Social Sciences, Law Enforcement, Law, Public Administration or other related fields under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Social Sciences, Law Enforcement, Law, Public Administration or other related fields equivalent/referenced to level 6 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.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education at least 12 years of relevant and proven full-time professional experience.

**Specification of Experience**

- Senior Law Enforcement Officer;
- At least 10 years of progressive professional experience in Police Service and at least 5 years of experience at Upper Management with broad professional experience in all aspects of Police management;
- Authorised to carry and issued a personal weapon.

**Advantageous:**

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge/Experience on Integrated Border Management (IBM) issues;
- Excellent negotiation and problem-solving skills;
- Proactive approach and ability to lead efficiently a diverse organisational component;
- Driving license of Category C.

<b>Position Name:</b> Chief of Planning, Operations and Training Cell, (SPD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20143 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Executive Division/ Special Police Department/ Planning Operations and Training Cell	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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/ organisations;
- 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/organisations;
- To gather, review, evaluate and elaborate operational orders and forward through the chain of command;
- To write orders about operative problem solving;
- To keep all the ordinary publications listed in a provided load-register;
- To take 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).

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Law Enforcement, Police Science or other related fields;

#### OR

- Having obtained educational qualification of the first cycle in Law Enforcement, Police Science or other related fields under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Law Enforcement, Police Science or other related fields equivalent/referenced to level 6 in the European Qualifications Framework.

#### AND

- After having obtained the relevant degree/qualification, at least 10 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education at least 10 years of relevant and proven full-time professional experience.

**Specification of Experience**

- Senior Law Enforcement Officer;
- At least 10 years of progressive professional experience in police service;
- Authorised to carry and issued a personal weapon;
- Previous working experiences in the area of Operations.

**Advantageous:**

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations is desirable;
- Previous experiences in the information gathering working area;
- Driving license of Category C.

<b>Position Name:</b> Planning, Operations and Training Officer, (SPD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20144 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 1 in July 2016
<b>Division/Department/Unit:</b> Executive Division/ Special Police Department/ Planning Operations and Training Cell	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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 POTC 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 POTC

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Law Enforcement, Police Science or other related fields;



OR

- Having obtained educational qualification of the first cycle in Law Enforcement, Police Science or other related fields under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

OR

- Having obtained educational qualification in Law Enforcement, Police Science or other related fields equivalent/referenced to level 6 in the European Qualifications Framework.

AND

- After having obtained the relevant degree/qualification, at least 4 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education at least 4 years of relevant and proven full-time professional experience.

**Specification of Experience**

- At least 5 years of relevant and proven fulltime police experience;
- Previous experience related to specialised units daily tasks and special operations;
- Authorised to carry and issued a personal weapon.

**Advantageous:**

- 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;
- Driving license of Category C.

<b>Position Name:</b> Planning, Operations and Training Officer – Training, (SPD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20145 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division/ Special Police Department / Planning Operations and Training Cell	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Planning Operations and Training Officer reports to Chief of Planning Operations and Training Cell (POTC).

### Main Tasks and Responsibilities:

- To identify and solve training problems under the guidelines of the Head of Special Police Department (SPD);
- To collect and prepare training programs 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 support execution and coordination of the daily work of POTC under the supervision of the Chief of POTC;
- To coordinate and execute the daily work of POTC, if needed in shift routine, under the direction of the Chief of POTC;
- To plan and execute the duties of the POTC before, during and after special operations;
- To conduct and execute both long term and urgent planning of all POTC activities;
- To assist the 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 undertake any other related tasks as required by the Chief of POTC.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Law Enforcement, Police Science or other related fields;

#### OR

- Having obtained educational qualification of the first cycle in Law Enforcement, Police Science or other related fields under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Law Enforcement, Police Science or other related fields 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.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education at least 5 years of relevant and proven full-time professional experience.

**Specification of Experience**

- At least 5 years of progressive professional experience in the police service;
- Experienced in duration and preparing of police training/exercises/rehearsals.

**Advantageous**

- Ability to perform under stress and in difficult circumstances;
- Previous experience related to specialised units daily tasks and special operations;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorised to carry and issued a personal weapon.

<b>Position Name:</b> Planning, Operations and Training Officer – Information Management, (SPD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20146 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> June 2016
<b>Division/Department/Unit:</b> Executive Division/ Special Police Department/ Planning Operations and Training Cell	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Planning Operations and Training Officer - Information Management, reports to Chief of Planning Operations and Training Cell (POTC).

### Main Tasks and Responsibilities:

- To operationalise - within his/her field of responsibility - the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of the Mission’s executive mandate;
- 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 draft operational risk assessments in respect to SPD operations and possible threats in the area of responsibility of SPD;
- To establish and maintain contact to other EULEX KOSOVO units and external organisations in order to gather information required for SPD operations and situation updates;
- To coordinate and execute the daily work of the POTC, if needed in shift routine, under the direction of the Chief POTC;
- To plan and execute the duties of POTC before, during and after special operations;
- To conduct and execute both long term and urgent planning of all POTC activities;
- To assist the 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 undertake any other related tasks as requested by the Chief of POTC.

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Law Enforcement, Police Science or other related fields;

### OR

- Having obtained educational qualification of the first cycle in Law Enforcement, Police Science or other related fields under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

### OR

- Having obtained educational qualification in Law Enforcement, Police Science or other related fields 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.

### OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education at least 5 years of relevant and proven full-time professional experience.

### **Specification of Experience**

- At least five years of relevant and proven full time police experience;
- Previous experiences in the information gathering working area;
- Good interpersonal and communications skills;
- Authorised to carry and issued a personal weapon;
- Experience in using methodologies and different sources for research, including open sources.

### **Advantageous**

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous experience related to specialised units daily tasks and special operations;
- Experienced in duration and preparing of police training/exercises/rehearsals.

<b>Position Name:</b> SWAT Operator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20154 Confirmed Vacancies: 13 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 5 ASAP 6 in June 2016 1 in July 2016 1 in August 2016
<b>Component/Department/Unit:</b> Executive Division/ Special Police Department / Intervention Group/ SWAT Team	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The SWAT Operator reports to SWAT Team Leader.

### 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 the Mission regarding intervention units tasks;
- To behave in a professional way at all times keeping in mind the aim of the Mission, security of persons and human dignity with adapted manners to an international Mission working in a multicultural environment;
- To perform general policing tasks including visibility patrolling;
- To support and assist the Executive Criminal Investigation Department in investigations;
- To ensure security and assist with the evacuation/extraction of EULEX 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.

### Qualifications and Experience:

#### Essential

- A level of secondary education attested by a diploma and Police Training;

#### AND

- After having obtained the secondary education and the Police Training, at least 5 years of relevant and full-time professional experience.

#### Specification of Experience

- At least 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;
- Authorised to carry and issued a personal weapon.

**Advantageous**

- Ability to perform under stress and in difficult circumstances;
- 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;
- Operational experience as a Marksman;
- Operational experience as a Breacher Specialist;
- Operational experience as a Medic;
- Operational experience as Officer for Technical Support.

<b>Position Name:</b> Head of Strengthening Division	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20170 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> May 2016
<b>Division/Department/Unit:</b> Strengthening Division	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To operationalise 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 organisational units within the Strengthening Division to ensure they deliver on the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To ensure compliance with instructions by the Mission management within the Division and to issue clear instructions on the operational level to the Division;
- To guide the Division's work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures ("institutional" MMA);
- To drive proactively the implementation of the Mission's MIP in his/her division and to report accurately on progress and lack of progress through established procedures;
- To ensure the implementation of the Mission's policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc;
- To follow and contribute to the Mission's legislative review mechanism proactively with a view of helping establishing a Mission-wide coordinated position on any legislative initiative by the government of interest for the Mission (including by-laws);
- To guide the Division's efforts in the area of horizontal cross-Division and cross-departmental cooperation and coordination;
- To manage the efficient use of the mobile team in assessing compliance of local institutions with advice given on the strategic level. In case of non-compliance, to report to the chain of command with recommendations;
- To ensure coordination on the operational level with the Head of the Executive Division;
- To represent the Mission, as appropriate;
- To undertake any other related task as requested by the Head of Mission.



## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Law, Business Administration, Management or other related university studies;

### OR

- Having obtained educational qualification of the first cycle in Law, Business Administration, Management or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

### OR

- Having obtained educational qualification in Law, Business Administration, Management or other related university studies equivalent/referenced to level 6 in the European Qualifications Framework.

### AND

- After having obtained the relevant degree/qualification, at least 15 years of relevant and proven full-time professional experience, out of which 8 at a senior management level.

### **Specification of Experience**

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

### **Advantageous**

- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Anti-corruption Advisor (Advisory Unit on Justice Matters)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20186 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> June 2016
<b>Division/Department/Unit:</b> Strengthening Division/ Advisory Unit on Justice Matters	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Anti-corruption Advisor reports to the Chief of the Advisory Unit on Justice Matters.

### 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) the Office of the Disciplinary Counsel (ODC), as well as civil servants working with the other accountability mechanisms related to the Kosovo judiciary and prosecutorial service;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses, including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To monitor, mentor and advise the ODC with regard to the best fulfilment of its legal tasks and competencies, i.e. ensuring the proper investigation of alleged misconduct of judges, lay judges and prosecutors, including presenting the evidence in the hearings in front of the relevant Disciplinary Committee;
- To support and advance ODC activities in all the activities as prescribed in law;
- To assess ODC process for compliance with standards for disciplinary actions against judges and prosecutors and in case of non-compliance, to report without delay to the Chief of Unit including recommendations on how to address the situation;
- To coordinate closely with the Kosovo Judicial Council and Kosovo Prosecutorial Council Advisors, the Mobile team and with other relevant organisational units, as well as with the EULEX KOSOVO judges and prosecutors;
- To monitor and analyse quality of investigations and acts, the consistency of sanctioning policy of the Disciplinary Committees and the effects of the imposed disciplinary measures;
- To monitor the process of fulfilment of obligations of judges, prosecutors, members and senior public officials in KJC and KPC foreseen in the Law on declaration, origin and control of the property of senior public officials and declaration, origin and control of gifts and the Law on preventing conflict of interests in exercising public function;
- To liaise, as appropriate, with other external stakeholders;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chief Advisory Unit on Justice Matters.

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies of at least 4 years, attested by a degree in Law, Public Administration, Political Science or other related university studies;

### OR

- Having obtained educational qualification of the second cycle in Law, Public Administration, Political Science or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Master's Degree;

### OR

- Having obtained educational qualification in Law, Public Administration, Political Science or other related university studies equivalent/referenced to level 7 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 2 years of professional experience in the field of disciplinary actions against judges and prosecutors or equivalent;
- Experience in an international advisory function to local institutions on judiciary matters;
- Very good interpersonal and communication skills, both written and oral.

### **Advantageous:**

- 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;
- Experience working as a judge or prosecutor will be an asset;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Head of Police Strengthening Department	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20215 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> March 2016
<b>Division/Department/Unit:</b> Strengthening Division/ Police Strengthening Department	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of Police Strengthening Department reports to the Head of Strengthening Division.

### Main Tasks and Responsibilities:

- To act as direct counterpart to the Kosovo Police Director General;
- To advise and support the Head of Strengthening Division in the management related to the police elements of the Strengthening Division;
- 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 Department and to manage and prioritise its work 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 Strengthening Division;
- To guide the Department`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 Department 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, accountability and corruption, human rights and gender, etc.;
  - to contribute proactively to the Mission`s established cross-cutting mechanisms for cross-division/department cooperation in the key areas of his/her authority;
- To ensure, at operational level, coordination, in particular with the Deputy Head of Executive Division (Police), the Chief of the Advisory Unit on Border Matters and the Chief of Advisory Unit on Internal Matters;
- 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 Department;
- To undertake any other related tasks as requested by the Head of Strengthening Division.

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration;

### OR

- Having obtained educational qualification of the first cycle in Social Sciences, Business Administration, Economy, Law, Public Administration under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

### OR

- Having obtained educational qualification in Social Sciences, Business Administration, Economy, Law, Public Administration equivalent/referenced to level 6 in the European Qualifications Framework.

### AND

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

### OR

- Equivalent Police/Military Academy education and, after having obtained the relevant education at least 12 years of relevant and proven full-time professional police experience.

### **Specification of Experience**

- Proven effective and extensive police experience at middle and upper management at a strategic level;
- Strong managerial track record, particularly in change management.

### **Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of Category C;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Chief Regional Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20228 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> June 2016
<b>Division/Department/Unit:</b> Strengthening Division/ Police Strengthening Department/ KP North Regional Directorate	<b>Level of Security Clearance:</b> EU CONFIDENTIAL of equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field;

OR

- Having obtained educational qualification of the first cycle in Social Sciences, Political Sciences, Business Administration, Programme 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 Social Sciences, Political Sciences, Business Administration, Programme 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 10 years of relevant and proven full-time police experience.

OR

- Equivalent Police/Military Academy education and, after having obtained the relevant education at least 10 years of relevant and proven full-time professional police experience.

**Specification of Experience**

- Senior Law Enforcement Officer;
- At least 5 years of experience at senior management level in command of a district or specialist department;
- 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.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorised to carry and issued a personal weapon.

<b>Position Name:</b> Regional Advisor to Deputy Regional Commander	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20229 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> June 2016
<b>Division/Department/Unit:</b> Strengthening Division/ Police Strengthening Department/ KP North Regional Directorate	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To support the Chief Regional Advisor in the delivery of the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Deputy Regional Commander;
- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) at Regional Command level in the north;
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To contribute to the implementation of the Mission’s policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To guide and advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation and in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the Regional Command level in the north regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To collect and collate performance statistics that relate to Kosovo’s criminal justice system, as part of the Mission’s benchmarking processes covering all of Kosovo;
- To liaise with relevant international stakeholders operating in the region at the appropriate level;
- As required, advise and mentor local counterparts in a structured manner in line with the Mission’s planning documents;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other tasks as requested by the Chief Regional Advisor.



## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field;

### OR

- Having obtained educational qualification of the first cycle in Social Sciences, Political Sciences, Business Administration, Programme 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 Social Sciences, Political Sciences, Business Administration, Programme 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 10 years of relevant and proven full-time police experience.

### OR

- Equivalent Police/Military Academy education and, after having obtained the relevant education at least 10 years of relevant and proven full-time professional police experience.

### **Specification of Experience**

- Senior Law Enforcement Officer;
- Proven experience at a regional command level or equivalent within a policing organisation;
- At least 6 years of extensive operational police experience within the required field of specialisation;
- Authorised to carry and issued a personal weapon;
- Driving license of Category C;
- Ability to perform under stress and in difficult circumstances;
- Staff member is expected to live in the north.

### **Advantageous**

- Previous International policing experience;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position Name:</b> Regional Advisor to Head of Regional Investigation Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20232 Confirmed vacancies: 1 Pending vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> April 2016
<b>Component/Department/Unit:</b> Strengthening Division/ Police Strengthening Department/ KP North Regional Directorate	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Regional Advisor to Head of Regional Investigation Unit reports to the Chief Regional Advisor.

### Main Tasks and Responsibilities:

- To support the Chief Regional Advisor in the delivery of the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Deputy Regional Commander;
- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) at Regional Command level in the north;
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To contribute to the implementation of the Mission’s policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To guide and advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation and in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the Regional Command level in the north regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To collect and collate performance statistics that relate to Kosovo’s criminal justice system, as part of the Mission’s benchmarking processes covering all of Kosovo;
- To liaise with relevant international stakeholders operating in the region at the appropriate level;
- As required, advise and mentor local counterparts in a structured manner in line with the Mission’s planning documents;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other tasks as requested by the Chief Regional Advisor.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field;

OR

- Having obtained educational qualification of the first cycle in Social Sciences, Political Sciences, Business Administration, Programme 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 Social Sciences, Political Sciences, Business Administration, Programme 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 10 years of relevant and proven full-time police experience.

OR

- Equivalent Police/Military Academy education and, after having obtained the relevant education at least 10 years of relevant and proven full-time professional police experience.

**Specification of Experience**

- Senior Law Enforcement Officer;
- Proven experience at a regional command level or equivalent within a policing organisation;
- At least 6 years of extensive operational police experience within the required field of specialisation;
- Authorised to carry and issued a personal weapon;
- Driving license of Category C;
- Ability to perform under stress and in difficult circumstances;
- Staff member is expected to live in the north.

**Advantageous**

- Previous international policing experience;
- Experience in managing complex and serious investigations as a Senior Investigating Officer;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position Name:</b> Station Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20233 Confirmed Vacancies: 4 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 1 in June 2016 2 in July 2016
<b>Component/Department/Unit:</b> Strengthening Division/Police Strengthening Department/ KP North Regional Directorate	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed.	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Station Advisor reports to the Chief Regional Advisor.

### 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.

### Qualifications and Experience:

#### Essential

- Police/Military Academy education and, after having obtained the relevant education at least 6 years of relevant and proven full-time professional police experience.

#### Specification of Experience

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

**Advantageous:**

- Previous International policing experience;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Administration Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20241 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in July 2016 1 in August 2016
<b>Component/Department/Unit:</b> Mission Support Department/ Office of the Head of Mission Support Department	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Administration Officer reports to the Head of Mission Support Department (HoMSD).

### Main Tasks and Responsibilities:

- To provide administrative support in specific matters, as directed by the HoMSD;
- To attend regularly scheduled meetings with chiefs of sections/units in Mission Support Department for the exchange of pertinent information in order to inform the HoMSD on the status of projects;
- To act as a focal point in the coordination of projects, especially those involving cooperation between various units and divisions of the Mission;
- To ensure the proper handling of paper and electronic documentation (including confidential) passing into, out of, and through the Office of the HoMSD and to ensure its formal registration and filing;
- To liaise with heads of divisions and departments on various issues, as instructed by the HoMSD;
- Upon request of the HoMSD, represent Mission Support Department during contacts with other EULEX KOSOVO divisions and departments, relevant international and local organisations and local authorities;
- To participate in the development of policies and guidelines and provide relevant input;
- To assist the HoMSD in ensuring timely and accurate reporting and information flow as per the planning documents;
- To participate and coordinate the Mission internal budget drafting process;
- To undertake any other related tasks as requested by the HoMSD.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Business Administration, Social Sciences, Economics, Law, Public Administration, Finance/Accounting or other related university studies;

#### OR

- Having obtained educational qualification of the first cycle in Business Administration, Social Sciences, Economics, Law, Public Administration, Finance/Accounting or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Business Administration, Social Sciences, Economics, Law, Public Administration, Finance/Accounting or other related university studies 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**

- Thorough understanding of administrative procedures in international organisations;
- Excellent drafting and reporting skills;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Chief Human Resources Planning and Recruitment Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20267 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Mission Support Department/ Human Resources Office/ Human Resources Planning and Recruitment Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To direct and supervise the work of the HR Planning and Recruitment Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for initiation, proposing to the Head of Human Resources Office and implementation of relevant Mission internal strategies, policies and procedures fully in line and in support of the Mission's overall strategies and operational needs;
- To ensure a proper planning of human resources fully in line with the Mission's operational needs;
- To ensure timely planning and launching of the Mission's Calls for Contributions/Calls for Applications and a fair, efficient and transparent selection process of staff;
- To ensure efficient deployment and check-out procedures for all staff;
- To provide advice, guidance and support to staff on planning and recruitment related matters;
- To contribute to the timely reporting to the Mission management and the EEAS (CPCC) in the field of planning and recruitment of human resources;
- To coordinate with all other relevant organisational units, in particular within the Human Resources Office, to ensure the necessary human resources support for a smooth running of the Mission;
- To coordinate, as appropriate, with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To advice on required changes and improvements on the functioning of the HR Management Systems in his/her field of responsibility;
- To undertake any other related tasks as requested by the Head of Human Resources Office.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Law, Social Sciences, Human Resources, Business Administration or other related university studies;



OR

- Having obtained educational qualification of the first cycle in Law, Social Sciences, Human Resources, Business Administration or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

OR

- Having obtained educational qualification in Law, Social Sciences, Human Resources, Business Administration or other related university studies 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.

**Specification of Experience**

- At least 6 years of experience in administrative and operational aspects of human resources, in particularly in planning and recruitment;
- At least 3 years of management experience;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

**Advantageous**

- Experience in labour legislation;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Senior Mission Security Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20320 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> June 2016
<b>Division/Department/Unit:</b> Security and Safety Department (SSD)	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Senior Mission Security Officer reports to the Chief of Staff.

### Main Tasks and Responsibilities:

- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To direct and supervise the work of the Department and to ensure it delivers on the Mission mandate and tasks as set out in planning documents, CONOPS, OPLAN, and the MIP and instructions issued by the Chief of Staff;
- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security matters that affect the Mission, its assets, personnel and information;
- To provide advice and assistance, and implement measures related to security matters, as well as on all aspects of the Mission work that have security and safety implications;
- To be responsible, in line with the EU's Field Security Policy and its supporting documents, for the continued development, implementation and updating of the Mission security plans including an effective warden and movement of personnel system;
- To coordinate the drafting of security policies and procedures, related to security issues;
- To ensure that the security policies and procedures are followed as per Mission SOPs;
- To ensure timely and accurate security reporting, including real time reporting from potential trouble spots;
- To ensure personal security advice is given to Mission staff as required;
- To ensure an effective system of security reviews in relation to Mission property and buildings and recommend changes if necessary;
- To identify staff training needs in security related areas in cooperation with the training officer(s), in line with standards set by the EU Field Security Policy and supporting documents;
- Develop professional contacts with NATO/KFOR, local police and security managers of other international organisations;
- To work in close cooperation with the Mission Support Department in matters related to the purchasing of necessary security related equipment and services;
- To liaise with the GSC Security Office on all matters foreseen by the EU's Field Security Policy and supporting documents;
- To undertake any other related tasks as requested by the Chief of Staff.

## **Qualifications and Experience:**

### **Essential**

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

### OR

- Having obtained educational qualification in a field related to Security or Emergency Management equivalent/referenced to level 6 in the European Qualifications Framework.

### AND

- After having obtained the relevant degree/qualification, at least 10 years of relevant and proven full-time professional experience.

### OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education, at least 10 years of relevant and proven full-time professional experience.

### **Specification of Experience**

- Experience in safety and security and in the development of relevant policies and procedures;
- Driving license of Category C.

### **Advantageous**

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorised to carry and issued a personal weapon.

<b>Position Name:</b> Close Protection Team Leader	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20324 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> July 2016
<b>Division/Department/Unit:</b> Security and Safety Department (SSD)/ Close Protection Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### 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 Close Protection Team (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 organisations for an assessment of current and possible future threats;
- To undertake any other related tasks as requested by the DSMSO.

### Qualifications and Experience:

#### Essential

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

#### OR

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

OR

- Having obtained educational qualification in a field related to Security or Emergency Management equivalent/referenced to level 6 in the European Qualifications Framework.

AND

- After having obtained the relevant degree/qualification, at least 10 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education, at least 10 years of relevant and proven full-time professional experience.

**Specification of Experience**

- At least 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);
- Authorised 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.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Close Protection Operator (SSD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20326 Confirmed Vacancies: 3 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 2 in April 2016 1 in July 2016
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Security and Safety Department (SSD)/ Close Protection Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To be responsible for in operational Close Protection (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 organisation;
- 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 organisations;
- 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).

### Qualifications and Experience:

#### Essential

- A level of secondary education attested by a diploma and a relevant specialised training in close protection techniques;

#### AND

- After having obtained the secondary education and the specialised training, at least 5 years of relevant and full-time professional experience.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 5 years of relevant and proven full-time professional experience.

**Specification of Experience**

- At least 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);
- Authorised 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.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20329 Confirmed Vacancies: 3 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 1 in March 2016 1 in June 2016
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Security and Safety Department	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

### Qualifications and Experience:

#### Essential

- A level of secondary education attested by a diploma and relevant specialised trainings.

#### AND

- After having obtained the secondary education and the relevant specialised trainings, at least 5 years of relevant and full-time professional experience of which 1 year experience of Field Security.

#### OR

- Equivalent Police/Military education or education at a civilian security organisation and, after having obtained the equivalent education, at least 5 years of relevant and proven full-time professional experience of which 1 year experience of Field Security.

### Specification of Experience

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



**Advantageous**

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

<b>Position Name:</b> Mission Security Officer (Special Investigative Task Force)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 20336 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Belgium, Brussels	<b>Availability:</b> June 2016
<b>Division/Department/Unit:</b> Security and Safety Department	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To provide personal security advice and support to SITF staff both in Brussels and in the Mission;
- To develop and maintain a specific security policy and procedures in support of the SITF 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 SITF 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 SITF staff in relation to possible threats and risks;
- To identify an plan for financial and projected needs of the SITF 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 the SITF staff 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 SITF;
- 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).

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in a field related to Police Sciences, Military Sciences, Social Sciences or Security;

#### OR

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

OR

- Having obtained educational qualification in a field related to Police Sciences, Military Sciences, Social Sciences or Security equivalent/referenced to level 6 in the European Qualifications Framework.

AND

- After having obtained the relevant degree/qualification, at least 5 years of progressively responsible relevant and proven fulltime professional experience at management level in the civilian security field or in the Police/Military, in particular with regard to the security/protection of personnel, facilities and assets.

OR

- Equivalent education at Police/Military Academy or at a civilian security organisation with specialised trainings on field operations, force protection and/or security and, after having obtained the equivalent education and specialised trainings, at least 5 years of relevant and proven full-time professional experience at management level in the civilian security field or in the Police/Military, in particular with regard to the security/protection of personnel, facilities and assets.

**Specification of Experience**

- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- International experience in a CSDP Mission is desirable;
- Experience in a multi-national/international organisations;
- Authorised to carry and issued a personal weapon;
- Driving license of Category C;
- Ability to analyse information.

**Advantageous**

- Successful completion of the EEAS Mission Security Officers (MSO) Certification Course;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Criminal Judge at the Supreme Court/ Appellate Court	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20096 Confirmed Vacancies: 2 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 2 ASAP 1 in April 2016
<b>Component/Department/Unit:</b> Executive Division/EULEX Judges/ Supreme Court/Appellate Court	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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.

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

### Specification of Experience

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

### Advantageous

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position Name:</b> Criminal Judge at Mitrovica Basic Court	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20098 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 1 in June 2016
<b>Component/Department/Unit:</b> Executive Division/ EULEX KOSOVO Judges/ Mitrovica Court Level	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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.

### 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 5 years of relevant and proven full-time professional experience.

### Specification of Experience

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

**Advantageous**

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position Name:</b> Criminal Judge at Mobile Unit for Basic Court level	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20100 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 1 in August 2016
<b>Component/Department/Unit:</b> Executive Division/EULEX Judges/ Mobile Unit for Basic Court level	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### 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.

### 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 5 years of relevant and proven full-time professional experience.

### Specification of Experience

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

**Advantageous**

- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.



<b>Position Name:</b> Appeals Judge for Kosovo Property Agency (KPA) Appeals	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20102 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division/EULEX Judges/ Supreme Court/Appellate Court	<b>Level of Security Clearance:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Appeals Judge for Kosovo Property Agency (KPA) Appeals reports to the President of EULEX KOSOVO Judges.

### **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 (Privatisation 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.

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

### **Specification of Experience**

- At least 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.

**Advantageous**

- Experience with mass claims or property restitution;
- Good knowledge of commercial, labour, insolvency or property Law;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position Name:</b> IT Officer (Network/Servers)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 20301 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/ Technical Services/ Information Technology and Software Development Unit	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### 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.

### **Qualifications and Experience:**

#### **Essential**

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Information Technology or IT Engineering, or other related university studies;

#### OR

- Having obtained educational qualification of the first cycle in Information Technology or IT Engineering, or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

#### OR

- Having obtained educational qualification in Information Technology or IT Engineering, or other related university studies 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 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.

#### **Advantageous**

- Certifications in Microsoft Server and Operating Systems technologies, Cisco network devices and IOS;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Chief Registry and Archives Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> EK 20305 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/ Technical Services/ Registry and Archives Unit	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Chief Registry and Archives Unit reports to the Head of Technical Services.

### Main Tasks and Responsibilities:

- To direct and supervise the work of the Registry and Archives Unit;
- To develop, implement and manage a comprehensive records management programme in the Mission;
- To be responsible for the collection, filling and preservation of manual and electronic records produced within the Mission, including all classified and registered access material, ensuring timely access to the required documents;
- To lead the implementation of Council Information Security Regulations, Data Protection legislation, and Council Archives and records management standards;
- To implement new applications of information technology to archives and records management and make recommendations for their deployment;
- To provide advisory services on recordkeeping practices including needs and business process analysis;
- To develop guidelines, Standard Operating Procedures, training materials and user manuals;
- To train staff in use of the recordkeeping system and provide user support;
- To apply approved retention policies to records, assuring that registration and physical aspects of records transfers meet established standards;
- To ensure that the Mission's records storage facilities meet professional standards;
- To promote the importance of information, records and data as a key Mission resources and bring information management expertise to a broad span of projects and programmes;
- To participate in budget drafting and facilitate procurement activities related to the Unit;
- To undertake any other related tasks as requested by the Head of Technical Services.

### Qualifications and Experience:

#### Essential

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Records, Information Management or other related university studies;

#### OR

- Having obtained educational qualification of the first cycle in Records, Information Management or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

OR

- Having obtained educational qualification in Records, Information Management or other related university studies equivalent/referenced to level 6 in the European Qualifications Framework.

AND

- After having obtained the relevant degree/qualification, at least 10 years of relevant and proven full-time professional experience.

**Specification of Experience**

- Significant experience of managing Corporate Information, Records and mail services in international organisations;
- Broad and in-depth knowledge of Council Information Security Regulations, Data Protection Legislation, and Council Archives and records management standards;
- Ability to develop policies and procedures to comply with legislation and good practice.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Proficiency in Microsoft PowerPoint, Access, as well as in the design and implementation of SharePoint;
- Ability to perform under stress and in difficult circumstances;
- Punctuality, commitment to quality and good interpersonal and communication skills.

<b>Position Name:</b> Deputy Senior Mission Security Officer (DSMSO)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 20322 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Office of the Chief of Staff/ Security and Safety Department	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Deputy Senior Mission Security Officer (DSMSO) reports to the Senior Mission Security Officer.

### Main Tasks and Responsibilities:

- To assist the SMSO in ensuring an effective security operation of the Mission;
- To deputise for the SMSO during his/her absence;
- To ensure that appropriate training and advice on personal security is available to staff members;
- To supervise and manage the ID Card & Warden, Fire and Safety and Investigations Units, as well as the Security Operations and Planning Officer thus ensuring the efficiency and integrity of the office and compliance with SOPs and policies and initiate necessary follow up action with appropriate authorities when required;
- To assist in the continued development implementation and update of the security plans including an effective warden and movement of personnel system;
- To ensure that plans for relocation/evacuation are current and able to be implemented at short notice;
- To ensure that the security policies and procedures are followed as per OPLAN, guiding security documents and Mission SOPs;
- To ensure real time reporting from potential trouble spots;
- To ensure there is appropriate liaison with other international and national law enforcement agencies as well as other international organisations in the field of security;
- To work in close cooperation with the Mission Support Department in matters related to the purchasing of necessary security related equipment and services;
- To undertake any other related tasks as requested by the Senior Mission Security Officer.

### Qualifications and Experience:

#### Essential

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

#### OR

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

#### OR

- Having obtained educational qualification in a field related to Security or Emergency Management equivalent/referenced to level 6 in the European Qualifications Framework.

AND

- After having obtained the relevant degree/qualification, at least 8 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education, at least 8 years of relevant and proven full-time professional experience.

**Specification of Experience**

- At least 8 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police;
- In all 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;
- Experience in safety and security and in the development of relevant policies and procedures;
- Very good interpersonal and communication skills, both written and oral.

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorised 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.



<b>Position Name:</b> Team Leader (Mission Security Officer Team)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 20327 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Security and Safety Department	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To direct and supervise the work of the Mission Security Officers in the team;
- To develop, implement, update and maintain regional security policies, plans and procedures;
- To carry out appropriate assessments in order to ensure security measures are put in place, in a timely and effective manner;
- To manage guard force activities;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including to the Joint Operations Room;
- To anticipate security needs of the region and to support the Operations and Planning Officer with budgeting and procuring goods and services as appropriate, and to oversee the implementation of security contracts;
- To conduct or oversee security training for regional staff members in warden, residential, office, travel and general security awareness, as well as to identify future training needs;
- To undertake any other related tasks as required by the DSMSO.

### Qualifications and Experience:

#### Essential

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

#### OR

- Having obtained educational qualification of the first cycle in a field related to 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 a field related to 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 civilian security organisation and, after having obtained the equivalent education, at least 7 years of relevant and proven full-time professional experience.

**Specification of Experience**

- At least 5 years of professional experience at management level in the civilian security sector or in the police/military;
- In all 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;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Authorised to carry and be issued a personal firearm if seconded or be prepared to be trained in their use if contracted;
- Very good interpersonal and communication skills;
- Driving license of Category C;
- Staff member might be expected to live in the north.

**Advantageous**

- Successful completion of the EEAS Security Officers Certification Course (MSO);
- Previous experience as MSO in a CSDP Mission;
- Knowledge of EU security policies and security organisation;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Legal Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level
<b>Ref. Number:</b> EK 21003 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Brussels	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Office of the Chief of Staff/ SITF Proceedings Planning Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Legal Officer reports to the Head of Planning Team.

### Main Tasks and Responsibilities

- To draft internal procedures, protocols and directions for internal Registry and Specialist Chambers matters as required, under the supervision of the Deputy Head of Planning Team (DHoPT);
- To prepare or work on draft Rules of Procedure and Evidence, if necessary, under the guidance of the Chambers Legal Expert;
- To prepare, in co-ordination with and under the guidance of the Chambers Legal Expert, draft Practice Directions on court procedures, including court filings, as may be required, under the supervision of the DHoPT;
- To provide input and assistance, as necessary, to the Head and DHoPT on developing and drafting other directives, policies, codes and procedures as necessary;
- To provide input and assistance to the Court Services Expert on drafting the Directive on Court Management and Support Services including court filing procedures and on the design of the court filing system;
- To undertake any other related tasks as requested by the Head of Planning Team;

### 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 7 years of relevant and proven full-time professional experience.

### Specification of Experience

- A minimum of 5 years' experience as a practising lawyer, legal or special advisor in the fields of justice, rule of law, criminal or international law;

- Proven knowledge of international criminal substantive, criminal procedural case law at international or hybrid criminal tribunals or courts;
- In-depth theoretical knowledge of criminal law (both substantive and procedural), including knowledge of international legal procedures and instruments;
- Demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds;
- Excellent interpersonal and communication skills.

**Advantageous**

- Previous experience as a legal advisor during the planning or start-up phase of a court;
- Previous experience drafting or amending Rules of Procedure or internal court administration or process documents;
- Previous experience as a legal/special advisor in an international or hybrid criminal tribunal or court;
- Experience in applying expertise to analysing a diverse range of complex and unusual legal issues and problems, and in developing innovative and creative solutions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Human Resources Expert	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff Management Level
<b>Ref. Number:</b> EK 21011 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Brussels	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Office of the Chief of Staff/ SITF Proceedings Planning Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To be responsible for the management and co-ordination of all Human Resources (HR) related issues for the Planning Team;
- To liaise with the Human Resources Office (HRO) in EULEX KOSOVO 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 ensure the proper management of the insurance portfolio for Planning Team staff;
- To ensure the correct preparation and timely submission of the monthly payrolls for Planning Team staff;
- To ensure the timely and correct administration of other financial entitlements of Planning Team staff, such as reimbursement of duty trips, temporary reallocations, home travel, etc.;
- To contribute to the timely reporting to the Mission management and the EEAS (CPCC) in the field of human resources administration;
- To provide advice to the Head of Planning Team on all HR issues arising from relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force's investigation;
- 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 HR management plan for the HR 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;
- 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;
- To undertake any other related tasks as requested by the Head of Planning Team;
- The selected staff member should be willing to be located either in Brussels, or, subject to entry into force of a Host State Agreement, in another location.

## **Qualifications and Experience:**

### **Essential**

- Successful completion of a full course of university studies of at least 3 years, attested by a degree in Business or Public Administration, Human Resources Management or other related university studies;

### OR

- Having obtained educational qualification of the first cycle in Business or Public Administration, Human Resources Management or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree;

### OR

- Having obtained educational qualification in Business or Public Administration, Human Resources Management or other related university studies 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.

### **Specification of Experience**

- A minimum of 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 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;
- Excellent organisational and interpersonal skills;
- Demonstrated ability to manage high volume recruitment processes.

### **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;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Victims Participation Expert	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 21023 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Brussels	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ SITF Proceedings Planning Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Victims Participation Expert reports to the Head of Planning Team.

### Main Tasks and Responsibilities:

- To provide input to and draft, together with the Legal Officer, the legal framework relevant to victims of crimes falling within the jurisdiction of the Specialist Chambers and their legal representatives;
- To develop and draft policies, instructions and forms relevant to the smooth functioning of the Victims' Office;
- To develop and propose an application process for victims to participate in proceedings;
- To design, together with the Legal Officer, the workflow for an efficient system of handling victims' applications; in particular an electronic system for managing victims' applications and to liaise for that purpose with the Archiving and Records Management Expert, the IT Expert and the Court Management Expert;
- To provide input to the Head and Deputy Head of Planning Team as to the design of the legal assistance system in compliance of human rights standards;
- To act as a representative of future counsel for victims in relation to the electronic systems of the Specialist Chambers, in particular the Court Management system;
- To establish relationships with victims' organisations in order to provide the public and other relevant actors, in consultation with the Spokesperson, accurate information about the victims' role pursuant to the mandate of the Specialist Chambers;
- To prepare criteria required for counsel to represent groups of victims and, if required, plan to represent a group of victims before the Specialist Chambers through filings and oral submissions, as needed;
- To undertake any other related tasks as requested by the Head of Planning Team;
- The selected staff member should be willing to be located in Brussels, or, subject to entry into force of a Host State Agreement, in another location.

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

**Specification of Experience**

- A minimum of 10 years of progressively responsible practical legal experience, preferably in victims-related issues;
- Managerial experience, preferably within or in relation to an international, hybrid or national criminal court or tribunal;
- Experience in setting up electronic data management systems, preferably for the purposes of managing filings, and in particular victims' applications;
- Experience in drafting legal documents, preferably legal texts and court filings;
- Experience in dealing with victims' needs and requests, preferably outreach in relation to victims of crimes committed on a large scale;
- 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.

**Advantageous**

- Experience in setting up, reforming or managing an office handling victims' applications for participation in proceedings or for reparations, at an international, national or hybrid criminal judicial institution;
- Experience in working as, or selecting, common legal representatives for victims;
- Admission to a bar and experience as a lawyer in criminal and/or tort-related matters;
- Experience in protecting confidential information;
- International experience, particularly in crisis areas within multi-national and international organisations;
- Good understanding of the political situation in the Balkans, preferably also of the situation of victims of serious crimes.



<b>Position Name:</b> Defence Expert	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> EK 21024 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Brussels	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ SITF Proceedings Planning Team	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Defence Expert reports to the Head of Planning Team.

### Main Tasks and Responsibilities:

- To provide input to and finalise, together with the Legal Officer, as appropriate, the legal and administrative framework relevant to counsel acting before the Specialist Chambers;
- To develop and draft policies, instructions and forms relevant to the smooth functioning of the Defence Office;
- To design and implement an efficient workflow for the Defence Office according to the applicable legal texts, including an electronic system, managing legal aid and the list of counsel and to liaise for that purpose with the Archiving and Records Management Expert, the IT Expert and the Court Management Expert;
- To act as a representative of the interests of future Defence Counsel in relation to the electronic systems of the Specialist Chambers, in particular the Court Management system;
- To establish relationships with relevant lawyers' associations and to provide the public and other relevant actors accurate information about the rights and role of the defence in proceedings before the Specialist Chambers;
- To undertake any other related tasks as requested by the Head and Deputy Head of Planning Team;
- The selected staff member should be willing to be located in Brussels, or, subject to entry into force of a Host State Agreement, in another location.

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

**Specification of Experience**

- A minimum of 10 years of progressively responsible practical experience in defence and/or legal aid related matters;
- Managerial experience, preferably within an international, hybrid or national criminal court;
- Experience in setting up and managing electronic data management systems, preferably for the purposes of managing a legal aid structure;
- Experience in drafting legal documents, preferably legal texts and court filings;
- Experience in outreach to lawyers, preferably criminal lawyers dealing with international crimes;
- 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.

**Advantageous**

- Experience in setting up, administering or managing a Defence Office at an international, national or hybrid criminal court or tribunal;
- Experience in interacting with international counsel;
- International experience, particularly in crisis areas within multi-national and international organisations;
- Good understanding of the systems of legal assistance and legal aid in Kosovo.