

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 1-2016 Call for Contributions for Visiting Experts

Organisation:	EULEX KOSOVO			
Job Location:	Western Balkans Region (Kosovo)			
Employment Regime:	Seconded			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post	Location:	Proposed Period of Deployment:
	EK 20086/1	Forensic Doctor	Kosovo	01 May 2016 - 15 May 2016 20 Jun 2016 - 27 Jul 2016
Deadline for Applications:	05 April 2016 at 17:00 (Brussels time)			
E-mail Address to send the Job Application Form to:	cpcc.eulexkosovo@eeas.europa.eu			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Antigone Marana cpcc.eulexkosovo@eeas.europa.eu +32 (0)2 584 26 30</p>			

Seconded Personnel – Only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013)¹. Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Tour of Duty – The duration of the deployment is indicated in the job description.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert position for EULEX KOSOVO, according to the requirements and profile described below:

¹ In addition, the Mission pays the travel costs to and from the place of deployment for Visiting Experts seconded by EU Member States.

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 a contributing third State².

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

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

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. 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 Skills³ – 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.

Education – European Qualifications Framework (EQF)⁴.

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

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

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).

² Canada, Norway, Switzerland, Turkey and United States of America

³ [Common European Framework of References for Languages](#)

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

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

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

C. Essential Documents and Equipment for Selected Candidates

Passport – The selected candidate 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 Member 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 candidate will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded 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 candidate must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received and must be vaccinated according to the required immunisations for the Mission area.

Medical Certificate – The selected candidate should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the contributing State. A copy of this certification must accompany deployed seconded personnel.

D. Additional Information on the Selection Process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages Contributing States to take this into account when offering contributions.

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

Selection Process – The most suitable candidates will be shortlisted.

Information on the Outcome – Contributing States will be informed about the outcome of the selection process after its completion.

Position Name: Visiting Expert (Forensic Doctor)	Employment Regime: Seconded – Short-term	
Ref. Number: EK 20086/1 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 01 May 2016 - 15 May 2016 20 Jun 2016 - 27 Jul 2016
Component/Department/Unit: Executive Division/Office of Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ Department of Forensic Medicine	Level of Security Clearance: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

Reporting Line:

The Visiting Expert (Forensic Doctor) reports to Deputy Head of Department of Forensic Medicine.

Main Tasks and Responsibilities:

- To investigate, organise and categorize unsigned local forensic cases;
- To assist in the development of a local digital case management system;
- To give expert medical advice where pertinent to forensic investigation;
- To perform medico-legal investigations of death and clinical forensics whenever required (sensitive cases, cases under International Prosecutors, ICTY cases);
- To assist the EULEX KOSOVO judicial system by providing training and lectures in the area of forensic medicine;
- To give evidence in court on findings of the autopsies and other examinations;
- To intervene when necessary;
- To advise the Co-Head of Department of Forensic Medicine on relevant issues;
- To give expert testimony evidence in court;
- To undertake any other related tasks as requested by the Deputy Head of Department of Forensic Medicine;
- The selected visiting expert should be willing to perform tasks in location other than Kosovo.

Qualifications and Experience:

Essential

- Successful completion of University studies with a normal duration of at least 4 years, attested by a diploma at Medicine, specialisation in Forensic Medicine – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

Specification of Education and Experience

- Extensive hands-on experience and knowledge of death investigations, including autopsy and other forensic examinations.

Desirable

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Experience of teaching/training others in forensic and medical subjects;
- Ability to explain complex scientific concepts to a wide audience;
- Driving license of Category B.