

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office 1-2016 Extraordinary Call for Contributions			
Organisation:	Kosovo Specialist Chambers and Specialist Prosecutor's Office		
Job Location:	The Hague, The Netherlands		
Employment Regime:	As indicated below		
Job Titles/Vacancy Notice:	Ref.:	Name of the Post	Availability
	<u>Seconded/Contracted</u>		
	SC 18	Head of Witness Protection and Support Unit	ASAP
Deadline for Applications:	Friday 22 April 2016 at 17:00 hours (Brussels time)		
E-mail Addresses to send the Job Application Form to:	schr@eeas.europa.eu		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Mr Frank Borchers frank.borchers@eeas.europa.eu Tel: +32 (0)2 584 69 06</p> <p>or</p> <p>Ms Kaisa HAPPO kaisa.happo@ext.eeas.europa.eu Tel: +32 (0)470 805 040</p>		

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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 Civilian Operations Commander requests that EU Member States propose candidates for the following international staff positions, 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.

Citizenship – Citizenship of an EU Member State.

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, as required by the Registrar.

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. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

Language Skills¹ – 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)².

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.

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 – EU Member 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.

¹ [Common European Framework of References for Languages](#)

² <https://ec.europa.eu/ploteus/content/descriptors-page>

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 The Hague or by phone, before the final selection is made. If seconded candidates are required to travel to The Hague for interviews, the EU Member 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 – EU Member 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).

Position Name: Head of Witness Protection and Support Unit	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert Level E3
Reference number:	Location: The Hague	Availability: ASAP
Component/Department/Unit The Specialist Chambers and Registry/ Witness Protection and Support Unit	Level of Security Clearance: EU SECRET	Open to Third Contributing States: No

Reporting Line:

The Head of Witness Protection and Support Unit reports to the Registrar/Deputy Registrar.

Main Tasks and Responsibilities:

- To manage, implement, and supervise the development of the Witness Protection and Support Unit (WPSU) into fully functioning support and operations service and to apply such attributes for a Field Office's operational capacity;
- To implement policy and guideline protocols to ensure implementation of mandated activities;
- To ensure that the quality of service support is conducive for victims and witnesses to participate in the Specialist Chambers;
- To coordinate with the managerial level staff and to supervise programs to ensure that logistical and administrative operations of staff in the WPSU operative effectively and efficiently;
- To monitor victims and witnesses physical, emotional and psychological well-being, including provision of professional psycho-social assessment and counselling and debriefing of witnesses;
- To oversee the Administration Officer on allocated funds, obligations and disbursements according to the EU financial protocols;
- To liaise with the Host State and the national and international organisations to establish working agreements, protocols and procedures on relocation, protection, transportation, safety, safe housing and other related support for victims and witnesses or as necessary for WPSU operations;
- To ensure that the WPSU staff is appropriately trained to perform their functions and sensitized to the strictly confidential nature of victims and witnesses related data;
- To report regularly to the Registrar on all matters appertaining to the operational function of the WPSU;
- To undertake any other related tasks as required.

Education and Experience:

Essential

- Successful completion of university studies with a normal duration of at least 3 years, attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or an award of an equivalent rank

OR

A minimum of 12 years of equivalent professional experience might be considered in lieu of the above mentioned required educational qualifications

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law Enforcement, Police Sciences, Military Sciences, International Relations, Risk Management
- Minimum of ten (10) years of proven professional experience in witness protection in a national or international organization;
- Experience in supervising witness protection personnel in an organization and/or international criminal or hybrid court;
- Experience in managing budgetary and financial responsibilities;
- Comprehensive knowledge of victim and witness protection matters and threat assessment;
- Experience in witness management and dealing with sensitive and/or traumatized witnesses;
- Experience in negotiations with national and international organizations at a diplomatic level;
- Good judgement to deal with emergency situations, make sound and quick decisions and to identify the key issues in a complex situation;
- Experience in working under stressful conditions and to prioritize and manage a high workload on occasions;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to establish and maintain effective working relations in a multi-cultural and multi-ethnic environment.

Desirable:

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