

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 2-2016 Extraordinary Call for Contributions						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
Job Location:	Western Balkans Region (Kosovo)					
Employment Regime:	Seconded, Seconded/Contracted					
Job Titles/Vacancy Notice:	Ref.:	Name of the Post	Pending	Confirmed Vacancies	Total Vacancies	Availability
	<u>Seconded</u>					
	EK 30342	Legal Officer (Secretariat of the Human Rights Review Panel)	0	1	1	ASAP
	<u>Seconded/Contracted</u>					
	EK 30022	Verification Officer	1	1	2	ASAP
Deadline for Applications:	17 November 2016 at 17:00 hours (Brussels time)					
E-mail Address to send the Job Application Form to:	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other address:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) cpcc.eulexkosovo@eeas.europa.eu</p>					

	<p>For contracted candidates:</p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use exclusively the online application form, posted in</p> <p style="text-align: center;">https://internationalrecruitment.eulex-kosovo.eu</p> <p>No applications using Annex 2 will be accepted. Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt. Only one application form per candidate will be accepted.</p> <p>General aspects:</p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority. No further documentation besides the standard application form is necessary.</p>
Information:	<p>Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or from the following contacts:</p> <p>For questions from national authorities:</p> <p style="text-align: center;">Ms Antigone MARANA cpc.eulexkosovo@eeas.europa.eu Tel: +32 (0)2 584 2630</p> <p>For questions from individual applicants:</p> <p style="text-align: center;">EULEX KOSOVO/Human Resources HumanResources@eulex-kosovo.eu Tel: +381 38 78 ext. 8878, 6846, 6337</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. 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 approval of the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

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

A. Essential Requirements

Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of an EU Member State or of a contributing third State¹.

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

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

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission. In line with the Head of Mission's intent to increase the footprint in the north and in addition to those advertised positions which explicitly state that the staff member should live in the north, other staff members subsequently deployed to the region after their arrival are expected to be ready to live in the north.

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in contributing States.

Language Skills² – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

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

Training – e-Hest³ or equivalent.

Education – European Qualifications Framework (EQF)⁴.

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

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

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

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

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

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

B. Recommended Requirements

Knowledge of the EU Institutions – The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

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

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

C. Essential Documents and Equipment for Selected Candidates

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

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

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. The indicative date of the interviews is on Friday 25 November 2016.

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: Legal Officer (Secretariat of the Human Rights Review Panel)	Employment Regime: Seconded	Post Category:
Ref. number: EK 30342 Confirmed Vacancies:1 Pending Vacancies:0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Human Rights and Legal Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Legal Officer reports to the Senior Legal Officer of the Human Rights Review Panel.

2. Main Tasks and Responsibilities

- To conduct legal research regarding international human rights law and human rights issues.
- To research and advise the HRRP members on the applicable law and the international human rights instruments and principles relevant to complaints under review.
- To provide support to the HRRP during the review and deliberations of recommendations.
- To review, analyse and advise on all documents relevant to complaints under review.
- To draft legal opinions, reports, briefing notes and other legal documents.
- To draft findings and recommendations for the HRRP for submission to the Head of Mission.
- To undertake any other tasks as required by the Line Manager.

3. Mission Specific Tasks and Responsibilities

None

4. Essential and Qualifications Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's. The qualification should be in at least one of the following fields of expertise: Law, Public Administration, AND
- A minimum of 5 years of relevant professional experience.
- Excellent knowledge of international and regional human rights instruments and institutional mandates such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Excellent analytical, research and legal drafting skills.
- Experience in working with the judiciary and/or law enforcement agencies from a human rights perspective.

Desirable Qualifications

- Substantial knowledge of the functioning of the EU.
- Experience in case work/processing and complaints handling.

Position: Verification Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. number: EK 30022 Confirmed Vacancies: 1 Pending Vacancies:1	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States:

1. Reporting Line

The Verification Officer reports to the Head of Mission (HoM)

2. Main Tasks and Responsibilities

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer.
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations, for example the Financial Regulations, Guide to Missions, European Commission's Communication related to the employment of international and local staff etc.
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions.
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process.
- To undertake any other related tasks as requested by line management.

3. Mission Specific Tasks and Responsibilities

None

4. Essential and Qualifications Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree. The qualification must be in at least one of the following fields of expertise: Law, Audit, Economics, Finance, Accounting or Banking and Insurance; AND
- A minimum of 5 years of relevant professional experience.

5. Desirable Qualifications and Experience

- Excellent analytical, research and problem-solving skills.
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems.
- Good knowledge and/or experience in strategic management and/or public administration.

