

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1 (Amendment 1)

| <b>European Union Rule of Law Mission in Kosovo<br/>(EULEX KOSOVO)<br/>3-2016 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)</b>                                |   |         |                     |                 |              |  |
| <b>Employment Regime:</b>  | <b>Seconded, Seconded/Contracted</b>                                  |   |         |                     |                 |              |  |
| <b>Job Titles/Vacancy Notice:</b>  | Ref.:   | Name of the Post  | Pending | Confirmed Vacancies | Total Vacancies | Availability |  |
|  | <b><u>Seconded</u></b>  |   |         |                     |                 |              |  |
|  | EK 30017  | Internal Investigations Officer                         | 0       | 1                   | 1               | Mar 2017     |  |
|  | EK 30026  | Operations Officer                                      | 1       | 0                   | 1               | May 2017     |  |
|  | EK 30036  | Joint Operations Officer/Police                         | 0       | 1                   | 1               | 1 ASAP       |  |
|  | EK 30037  | Joint Operations Officer / Safety & Security Department | 0       | 1                   | 1               | May 2017     |  |
|  | EK 30046  | Programme Manager                                       | 0       | 1                   | 1               | ASAP         |  |
|  | EK 30051  | Political Advisor/Reporting Officer                     | 1       | 0                   | 1               | ASAP         |  |
|  | EK 30060  | Human Rights Officer                                    | 0       | 1                   | 1               | ASAP         |  |
|  | EK 30071  | Special Assistant to the Head of Executive Division     | 0       | 1                   | 1               | ASAP         |  |
|  | EK 30077  | Prosecutor  | 0       | 1                   | 1               | 1 ASAP       |  |
|  | EK 30078  | Legal Officer   | 1       | 1                   | 1               | Apr 2017     |  |
| EK 30094   | Judge in Special Chamber of the Supreme Court (privatisation matters) | 0   | 1       | 1                   | ASAP            |              |  |

|          |  |   |   |   |                                      |
|----------|--|---|---|---|--------------------------------------|
| EK 30097 | Legal Officer at the Supreme Court/<br>Appellate Court   | 0 | 2 | 2 | 1 Apr 2017,<br>1 May 2017            |
| EK 30098 | Criminal Judge at Mitrovica Basic Court level  | 0 | 1 | 1 | ASAP                                 |
| EK 30112 | Liaison/Coordination Officer   | 0 | 1 | 1 | ASAP                                 |
| EK 30113 | Special Assistant to Deputy Head of Executive Division (Head of Executive Police)                              | 0 | 1 | 1 | ASAP                                 |
| EK 30121 | Informant Handler  | 1 | 0 | 1 | Mar 2017                             |
| EK 30123 | EU Office for Criminal Intelligence Analyst  | 0 | 1 | 1 | ASAP                                 |
| EK 30126 | EU Office for Criminal Intelligence IT Administrator   | 0 | 1 | 1 | Mar 2017                             |
| EK 30131 | Operations Officer of the International Police Cooperation Unit  | 1 | 0 | 1 | May 2017                             |
| EK 30137 | Organized Crime Investigation Officer  | 0 | 6 | 6 | 4 ASAP,<br>1 Apr 2017,<br>1 May 2017 |
| EK 30138 | War Crimes Investigation Officer   | 1 | 2 | 3 | 2 ASAP,<br>1 Apr 2017                |
| EK 30170 | Head of Strengthening Division   | 0 | 1 | 1 | ASAP                                 |
| EK 30178 | Department of Citizenship, Asylum and Migration (DCAM)/ Directorate for Migration and Foreigners (DMF) Advisor | 0 | 1 | 1 | Feb 2017                             |
| EK 30187 | Mobile Advisor   | 0 | 3 | 3 | ASAP                                 |
| EK 30207 | Correctional Mobile Monitor  | 0 | 1 | 1 | ASAP                                 |
| EK 30218 | Advisor to Kosovo Police Director Borders  | 0 | 1 | 1 | ASAP                                 |
| EK 30220 | Community Policing Advisor to Kosovo Police  | 0 | 1 | 1 | ASAP                                 |

|   |  |  |   |   |   |                  |
|---|--|--|---|---|---|------------------|
|   | EK 30221   | Intelligence Led Policing Advisor to Kosovo Police | 0 | 1 | 1 | ASAP             |
|   | EK 30223   | Gender Based Violence Advisor to Kosovo Police     | 0 | 1 | 1 | ASAP             |
|   | EK 30228   | Chief Regional Advisor North                       | 0 | 1 | 1 | Mar 2017         |
|   | <b><u>Seconded/Contracted</u></b>  |  |   |   |   |                  |
|   | EK 30019   | Internal Auditor                                   | 0 | 1 | 1 | ASAP             |
|   | EK 30059   | Legal Adviser                                      | 0 | 1 | 1 | ASAP             |
|   | EK 30225   | Multifaceted Mobile Team Customs Advisor           | 0 | 2 | 2 | ASAP             |
|   | EK 30241   | Administrative Officer                             | 0 | 1 | 1 | ASAP             |
|   | EK 30247   | Finance and Accounting Officer                     | 0 | 1 | 1 | ASAP             |
|   | EK 30282   | Chief of Transport Unit                            | 1 | 0 | 1 | ASAP             |
|   | EK 30326   | Close Protection Operator                          | 0 | 1 | 2 | ASAP, 1 Feb 2017 |
|   | EK 30330   | Chief Security Information Analysis                | 0 | 1 | 1 | ASAP             |
| <b>Deadline for Applications:</b>                           | 07 December 2016 at 17:00 hours (Brussels time)  |  |   |   |   |                  |
| <b>E-mail Addresses to send the Job Application Form to</b> | <p><b>For seconded candidates:</b><br/>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><br/><a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p> <p><b>For contracted candidates:</b><br/>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;"><a href="https://internationalrecruitment.eulex-kosovo.eu">https://internationalrecruitment.eulex-kosovo.eu</a></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.  |
| <b>Information:</b> | <p><b>General aspects:</b><br/> 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. 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><br/> cpcc.eulexkosovo@eeas.europa.eu<br/> <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><br/> HumanResources@eulex-kosovo.eu<br/> <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 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 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 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.

---

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

<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>

## **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 period of the interviews is from 12 December 2016 until 16 December 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).

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Internal Investigations Officer   | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. Number:</b><br>EK 30017<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)      | <b>Availability:</b><br>Mar 2017                 |
| <b>Component/Department/Unit:</b><br>Office of the Head of Mission/<br>Internal Investigations Unit | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Internal Investigations Officer reports to the Head of Mission/Deputy Head of Mission.

### 2. Main Tasks and Responsibilities

- Investigate, manage and supervise official complaints and disciplinary cases assigned to the Internal Investigation Unit coordinating and liaising where required with a team of internal investigators.
- Take preliminary protective measures in cases of serious criminal acts.
- Be responsible for the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct and national and international laws/treaties.
- Propose recommendations on disciplinary cases to the Head of Mission/Deputy Head of Mission.
- Be responsible for the production of reports relating to disciplinary issues, including but not limited to statistical analysis and assessments.
- Liaise with the Legal Advisors and other components of the Mission on related issues.
- Pro-actively review disciplinary regulations, propose amendments accordingly and draft new directives and SOPs if appropriate.
- Undertake any other related tasks as required by the Head of Mission/Deputy Head of Mission.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Law, or Police Science OR equivalent education in Police academy; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience
- Proven experience drafting internal instructions, SOPs or directives, regulations and assessments.

### 5. Desirable Qualifications and Experience

- Ability to perform under stress and in difficult circumstances.



|   |   |  |
|---|---|--|
| <b>Position:</b><br>Operations Officer  | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. Number:</b><br>EK 30026<br>Confirmed Vacancies: 0<br>Pending Vacancies: 1                                       | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)      | <b>Availability:</b><br>May 2017                 |
| <b>Component/Department/Unit:</b><br>Office of the Chief of Staff / Chief of Staff Office / Inner Chief of Staff Office | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Operations Officer reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities

- To assist the Office of the Chief of Staff in its role as set out in the Mission's mandate and tasks as set out in the planning documents.
- To assist the Office of the Chief of Staff in tasking and taking appropriate action on all incoming requests and matters.
- To accompany the Chief of Staff to meetings and to take minutes.
- To manage and follow up on the Chief of Staff tasks.
- To assist the Office of the Chief of Staff in managing, prioritising, directing and coordinating the work of EULEX KOSOVO.
- To prepare draft reports, after action reviews and other documents for the Chief of Staff in consultation, as appropriate, with other relevant organisational units.
- To select and analyse information contained in internal and external correspondence and communications.
- To maintain contacts with other organisational units as required.
- To undertake any other related tasks as requested by the Chief of Staff.

### 3. Mission Specific Tasks and Responsibilities

- To act as best practice and lessons learned officer for the Mission.
- To review Mission reporting.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND
- After having fulfilled the educational requirements, a minimum of 4 years of relevant professional experience.
- Excellent drafting and reporting skills.
- Absolute discretion, reliability and trustworthiness.
- Ability to work to tight deadlines with minimal supervision.
- Good interpersonal and communication skills, both written and oral.

### 5. Desirable Qualifications and Experience

- Knowledge of Albanian and/or Serbian language.

- Ability to perform under stress and in difficult circumstances.

|  |  |   |
|--|--|---|
| <b>Position:</b><br>Joint Operations Officer /Police   | <b>Employment Regime:</b><br>Seconded                  |   |
| <b>Ref. Number:</b><br>EK 30036<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                          | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>ASAP                    |
| <b>Component/Department/Unit:</b><br>Office of the Chief of Staff/<br>EULEX KOSOVO Joint Operation<br>Room | <b>Security Clearance Level:</b><br>EU SECRET          | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

The Joint Operations Officer/Police reports to the Chief of Joint Operations Room, while coordinating closely with the Deputy Head of Executive Division (Head of Executive Police).

### 2. Main Tasks and Responsibilities

- 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 Joint Operations Officer/SSD - 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 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 maintain close daily cooperation with the Liaison/Coordination Officers in the Office of the Deputy Head of Executive Division (Head of Executive Police).
- To assist Joint Operation Officers/SSD as required.
- To undertake any other related task as requested by Chief of Joint Operations Room.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Law, Law Enforcement, Social Sciences, Public Administration or other related university studies OR equivalent and attested Police or/and Military education; AND

- After having fulfilled the educational requirements, a minimum of 7 years of relevant professional experience with at least 3 years of experience in management level.
- Senior Law Enforcement Officer/Command level.
- At least 1 year of experience as 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.

#### **5. Desirable Qualifications and Experience**

- 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 classified information.

|   |  |   |
|---|--|---|
| <b>Position:</b><br>Joint Operations Officer/SSD  | <b>Employment Regime:</b><br>Seconded                  |   |
| <b>Ref. Number:</b><br>EK 30037<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                       | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>May 2017                |
| <b>Division/Department/Unit:</b><br>Office of the Chief of Staff/ EULEX<br>KOSOVO Joint Operations Room | <b>Security Clearance Level:</b><br>EU SECRET          | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

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

### 2. 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 to coordinate all helicopter operations, including the necessary liaison with the relevant KFOR 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.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any field related to Security or Emergency Management OR equivalent and attested

Police or/and Military education OR successful completion of a full course in civilian security organisation with duration of 3 years or more; AND

- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional 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.

#### **5. Desirable Qualifications and Experience**

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Ability to perform under stress and in difficult circumstances.

|  |  |  |
|--|--|--|
| <b>Position:</b><br>Programme Manager  | <b>Employment Regime:</b><br>Seconded                              |  |
| <b>Ref. Number:</b><br>EK 30046<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0    | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)             | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Office of the Chief of Staff/<br>Planning Office | <b>Security Clearance Level:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Programme Manager reports to the Head of Planning Office.

### 2. Main Tasks and Responsibilities

- To assist Executive and Strengthening Divisions in writing Operational Objectives, tasks and impact indicators for the duration of the OPLAN.
- To assist Executive and Strengthening Divisions in writing MIP Actions that include a baseline, activities, expected results and outcome indicators that will be updated quarterly.
- To convert the most relevant MIP Actions into Compact Actions in an effort to create joint ownership of EULEX KOSOVO's MIP with the EU Office and national stakeholders.
- To monitor the quality of the monthly MIP reports uploaded in the Information System and provide feedback to Executive and Strengthening Divisions.
- To provide regular feedback to senior management on the implementation of the MIP Actions.
- To evaluate the MIP Actions for the MIP annex of the six-monthly report with an emphasis on trends, evaluation of developments, lessons learned, and best practices.
- To assist in the coordination with the EU Office in Kosovo and other relevant stakeholders mainly on the MIP, COMPACT, and small scale projects to avoid duplication of efforts and maximise synergies.
- To undertake any other related tasks as required by the Head of the Planning Office.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Project Management, Public Administration or other related university studies; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience.
- Excellent analytical and drafting capability and profound knowledge of information collection and analytical methods.
- Proven operational planning/project management experience, in a national or international context.
- Excellent report drafting skills.
- Professional experience in monitoring and evaluation.
- Good interpersonal and communication skills, both written and oral.

## **5. Desirable Qualifications and Experience**

- Project management training, such as APM, PPM, PRINCE2, or equivalent.
- Substantial knowledge of the Stabilisation and Association Process, IPA Projects, and EU integration processes in Kosovo.
- Experience in liaison with police, the judiciary, prosecution and customs authorities.
- Understanding of rule of law procedures and institutional building.



|  |  |  |
|--|--|--|
| <b>Position:</b><br>Political Advisor/Reporting Officer  | <b>Employment Regime:</b><br>Seconded                                |  |
| <b>Ref. Number:</b><br>EK 30051<br>Confirmed vacancies: 0<br>Pending vacancies: 1                | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)               | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Office of the Chief of Staff/<br>Political/Reporting Office | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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 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 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/Reporting Office.

### **3. Mission Specific Tasks and Responsibilities**

None

### **4. Essential Qualifications and Experience**

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification 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. at Bachelor's level. The qualification should be in the field of Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience.
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol.
- Excellent editing and report writing skills.
- Excellent understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- 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.

### **5. Desirable Qualifications and Experience**

- Knowledge of Albanian and/or Serbian language.

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Human Rights Officer  | <b>Employment Regime:</b><br>Seconded                           |  |
| <b>Ref. Number:</b><br>EK 30060<br>Confirmed vacancies: 1<br>Pending vacancies: 0                                     | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)          | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Office of the Chief of Staff/Chief of Staff Office/Human Rights and Legal Office | <b>Security Clearance Level:</b><br>EU RESTRICTED or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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), in particular in the field of accountability and human rights standards.
- To support the Head of Office in acting as focal point for all human rights matters relating to the Mission.
- To prepare legal advice and assistance on human rights questions related to of Mission policies and operations.
- To prepare submissions and internal communications in relation to the Missions obligations to the Human Rights Review Panel.
- To support, on behalf of the Head of the Human Rights and Legal Office, Heads of Division in translating the benchmarks and objectives of the applicable legal framework into their work, in particular in the field of accountability and human rights.
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to international human rights law and human rights issues.
- To advise the Head of Office and Heads of Division, as appropriate, on the applicable law and the international human rights instruments and principles.
- To establish professional working relationship with Kosovo Government, NGOs, civil society, relevant local and international authorities and organisations dealing with human rights.
- To propose assistance, where necessary, to Kosovo institutions for proper implementation of international and national documents in the area of human rights.
- To analyse the human rights situation (legal and institutional) in Kosovo and identify possible areas of 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 internal and external stakeholders.
- To undertake any other related tasks as requested by the Head of Human Rights and Legal Office.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification 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. at Bachelor's level. The qualification should be in the field of Law; AND

- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience.
- Professional experience in qualified legal work and in human rights.
- 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.
- Experience in legal research and analysis paired with excellent legal drafting skills.
- Experience in working with the judiciary and/or law enforcement agencies from a human rights perspective.
- Experience in case work/processing and complaints handling.
- Excellent written and spoken English.

#### **5. Desirable Qualifications and Experience**

- Completion of Masters, PhD or other post-degree studies in human rights and/or European Union Law issues.
- Ability to perform under stress and in difficult circumstances.
- Good interpersonal and team-working skills.
- Knowledge of Albanian and/or Serbian language.

|  |   |  |
|--|---|--|
| <b>Position Name:</b><br>Special Assistant to the Head of Executive Division                     | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. Number:</b><br>EK 30071<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                | <b>Location:</b><br>Western Balkans Region (Kosovo)         | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Executive Division/ Office of the Head of Executive Division | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Special Assistant to the Head of Executive Division reports to the Head of Executive Division.

### 2. Main Tasks and Responsibilities

- To assist the Head of Division in operationalizing 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 tasks.
- To assist the Head of Division in his/her functions by ensuring a smooth running of the Department, including by following up on tasks independently and assist in the coordination of tasks, especially those involving the cooperation between various units.
- To this end, to maintain contacts with the different organisational units under the Head of Division as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information.
- To coordinate, as appropriate, with external stakeholders at the appropriate level.
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system.
- To draft documents on behalf of the Head of Division.
- To ensure the proper handling of documentation and files within the office of the Head of Division, including the handling of EUCL.
- To assist the Head of Division with aspects of Mission visibility, e.g. preparing presentations and materials.
- To accompany the Head of Division as required to meetings and events and make necessary preparations as well as minutes taking at meetings and conferences, prepare draft reports and documents for the Division.
- To assist the Head of Division in ensuring 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 Head of Division.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences, Business or Public Administration, or other related university studies; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.
- Extensive experience as a personal assistant to a higher level position.

**5. Desirable Qualifications and Experience**

- Very good interpersonal and communication skills, both written and oral.
- Ability to perform under stress and in difficult circumstances.
- Very good knowledge and/or experience in strategic management and/or public administration.

|   |   |  |
|---|---|--|
| <b>Position Name:</b><br>Prosecutor   | <b>Employment Regime:</b><br>Seconded                           |  |
| <b>Ref. Number:</b><br>EK 30077<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)          | <b>Availability:</b><br>1 ASAP,                  |
| <b>Component/Department/Unit:</b><br>Executive Division/ Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/Basic Prosecution Office Mitrovica | <b>Security Clearance Level:</b><br>EU RESTRICTED or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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).

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in the field of Law; AND
- After having fulfilled the educational requirements, a minimum of 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.

### 5. Desirable Qualifications and Experience

- Ability to perform under stress and in difficult circumstances.

|  |   |  |
|--|---|--|
| <b>Position:</b><br>Legal Officer  | <b>Employment Regime:</b><br>Seconded                           |  |
| <b>Ref. Number:</b><br>EK 30078<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0  | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)          | <b>Availability:</b><br>Apr 2017                 |
| <b>Component/Department/Unit:</b><br>Executive Division/<br>Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/<br>Basic Prosecution Office Mitrovica | <b>Security Clearance Level:</b><br>EU RESTRICTED or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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 maximise 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).

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Law; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience.
- At least 3 years of professional experience in the field of criminal law.



## **5. Desirable Qualifications and Experience**

- To have successfully passed the Bar Exam.
- Very good interpersonal and communication skills, both written and oral.
- Ability to perform under stress and in difficult circumstances.

|  |   |  |
|--|---|--|
| <b>Position:</b><br>Judge in the Special Chamber of the Supreme Court (privatisation matters)              | <b>Employment Regime:</b><br>Seconded                           |  |
| <b>Ref. Number:</b><br>EK 30094<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                          | <b>Location:</b><br>Western Balkans Region (Kosovo)             | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Executive Division/ EULEX Judges/ Special Chamber of the Supreme Court | <b>Security Clearance Level:</b><br>EU RESTRICTED or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Judge in the Special Chamber of the Supreme Court (privatisation matters) reports to the President of EULEX KOSOVO Judges.

### 2. 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 Special Chamber of the Supreme Court related matters;
- To sit - primarily in mixed panels together with Kosovar judges - in cases which fall under the competency of one of the specialised first-instance panels: (i) privatisation related claims, (ii) employee list claims, (iii) general ownership and creditor claims, (iv) liquidation-related claims, (v) reorganisation of enterprise claims; or the Appellate Panel of the Special Chamber of the Supreme Court (privatisation matters);
- 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 undertake any other related tasks as requested by the President of EULEX KOSOVO Judges.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- At least 5 years of experience as full-time judge in criminal/civil trials.
- Good knowledge of commercial, labour, insolvency or property Law.

### **5. Desirable Qualifications and Experience**

- Experience as a judge in the administration and resolution of mass claims processes and/or property restitution;
- Ability to perform under stress and in difficult circumstances.

|  |  |  |
|--|--|--|
| <b>Position:</b><br>Legal Officer at the Supreme Court/<br>Appellate Court                                       | <b>Employment Regime:</b><br>Seconded                                  |  |
| <b>Ref. Number:</b><br>EK 30097<br>Confirmed Vacancies: 2<br>Pending Vacancies: 0                                | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)                 | <b>Availability:</b><br>1 Apr 2017<br>1 May 2017     |
| <b>Component/Department/Unit:</b><br>Executive Division/ EULEX<br>KOSOVO Judges/Supreme<br>Court/Appellate Court | <b>Security Clearance<br/>Level:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Law; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- At least 4 years of professional experience in criminal or civil law.

- Experience in drafting decisions in criminal or civil proceedings.

#### **5. Desirable Qualifications and Experience**

- 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:</b><br>Criminal Judge at Mitrovica Basic Court level                                   | <b>Employment Regime:</b><br>Seconded                           |  |
| <b>Ref. Number:</b><br>EK 30098<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                   | <b>Location:</b><br>Western Balkans Region (Kosovo)             | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Executive Division/ EULEX KOSOVO Judges/ Mitrovica Basic Court | <b>Security Clearance Level:</b><br>EU RESTRICTED or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in the field of Law; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- After having fulfilled the educational requirements, a minimum of 5 years of experience as full-time judge in criminal/civil trials.
- Staff member is expected to live in the north.
- Ability to perform under stress and in difficult circumstances.
- International experience, particularly in crisis areas with multi-national and international organisations.

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Liaison/Coordination Officer  | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. Number:</b><br>EK 30112<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)      | <b>Availability:</b><br>ASAP                         |
| <b>Division/Department/Unit:</b><br>Executive Division/ Executive<br>Police/ Office of the Deputy Head of<br>Executive Division (Head of<br>Executive Police) | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third<br/>States:</b><br>Yes |

### 1. Reporting Line

The Liaison/Coordination Officer reports to the Deputy Head of Executive Division (Head of Executive Police)

### 2. Main tasks and responsibilities

- To support the Deputy Head of Executive Division (Head of Executive Police) within his/her field of responsibility – in implementing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate.
- To collect, disseminate and file information as required.
- To coordinate reporting and planning tasks and correspondence in the Executive Division (Police) including a quality control.
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports.
- To maintain an accurate system for recording all reports of the Office of the Deputy Head of Executive Division (Head of Executive Police).
- To support the Deputy Head of Executive Division (Head of Executive Police) in ensuring, at an operational level, coordination with all actors, both internally, locally, national and international.
- To liaise with other stakeholders internally and externally as requested by Deputy Head of Executive Division (Head of Executive Police).
- To undertake any other tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

A level of secondary education attested by a diploma and either relevant specialised training or relevant professional experience of at least 5 years counted from the date of award of a secondary education diploma; AND full-time police experience, preferably serving within a Police Command and Control Centre involving intelligence and pro-active policing operations.

### 5. Desirable Qualifications and Experience

- Ability to perform under stress and in difficult circumstances.
- Experience in criminal investigation and proven liaison skills.
- Military background.

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Special Assistant to Deputy Head of Executive Division (Head of Executive Police)   | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. Number:</b><br>EK 30113<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region (Kosovo)         | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Executive Division/Executive Police/Office of the Deputy Head of Executive Division (Head of Executive Police) | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To assist the Deputy Head of Head of Executive Division (Head of Executive Police) in operationalizing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate.
- To assist the Deputy Head of Head of Executive Division (Head of Executive Police) in his/her functions by ensuring a smooth running of the organisational units, including by following up on tasking independently and assist in the coordination of tasks, especially those involving the cooperation between various units.
- To maintain contacts with the different organisational units under the Head of Executive Division (Head of Executive Police) as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information.
- To coordinate, as appropriate, with external stakeholders at the appropriate level.
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system.
- To draft documents on behalf of the Head of Executive Division (Head of Executive Police).
- To ensure the proper handling of documentation and files within the office of the Head of Department, including the handling of EUCI.
- To assist the Head of Executive Division (Head of Executive Police) with aspects of Mission visibility, e.g. preparing presentations and materials.
- To accompany the Head of Executive Division (Head of Executive Police) as required to meetings and events and make necessary preparations as well as minutes taking at meetings and conferences. prepare draft reports and documents for the office.
- To assist the Head of Executive Division (Head of Executive Police) in ensuring 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 (Head of Executive Police).

### 3. Mission Specific Tasks and Responsibilities

*None*



#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Police Sciences, Social Sciences, Law or Business Administration.
- Senior Law Enforcement Officer OR police, customs or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant and proven full-time professional experience.
- Senior Law Enforcement Officer.
- At least 5 years in a related position within Police and desirably with upper/middle management level experience.
- Experience in different fields of policing.

#### **5. Desirable Qualifications and Experience**

- Very good interpersonal and communication skills, both written and oral.
- Ability to perform under stress and in difficult circumstances.
- Creative mind set and good negotiation, mediation and problem solving skills.

|  |  |   |
|--|--|---|
| <b>Position:</b><br>Informant Handler  | <b>Employment Regime:</b><br>Seconded                  |   |
| <b>Ref. Number:</b><br>EK 30121<br>Confirmed Vacancies: 0<br>Pending Vacancies: 1  | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>Mar 2017                |
| <b>Component/Department/Unit:</b><br>Executive Division/ Executive<br>Criminal Investigations Department/<br>EU Office for Criminal Intelligence | <b>Security Clearance Level:</b><br>EU SECRET          | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

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

### 2. 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 Chief of EUOCI.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- A level of secondary education attested by a diploma and either relevant specialised training or relevant professional experience of 8 years counted from the date of award of a secondary education diploma; AND
- A minimum of 8 years of relevant and full-time professional police experience or experience in a similar/relevant field.
- Extensive and progressive professional experience in intelligence and criminal investigation fields.
- Extensive experience in the field of informant handling.

### 5. Desirable Qualifications and Experience

- Ability to perform under stress and in difficult circumstances.
- Authorised to carry and issued a personal weapon.

|   |   |   |
|---|---|---|
| <b>Position:</b><br>EU Office for Criminal Intelligence Analyst   | <b>Employment Regime:</b><br>Seconded               |   |
| <b>Ref. Number:</b><br>EK 30123<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region (Kosovo) | <b>Availability:</b><br>ASAP                    |
| <b>Division/Department/Unit:</b><br>Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence/Analytical and Technical Office | <b>Security Clearance Level:</b><br>EU SECRET       | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

The EU Office for Criminal Intelligence Analyst reports to the Chief of EU Office for Criminal Intelligence (EUOCI).

### 2. 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 collate, analyse and develop intelligence from a variety of sources relating to organised criminal groups impacting Kosovo.
- To establish links between criminals and their activities, identify organised criminal networks, their modus operandi as well as weaknesses that can be exploited by law enforcement.
- To conduct telephone and financial data analysis as necessary.
- To maintain an overview of individual operations and give direction for on-going intelligence collection through the development of Intelligence Collection Plans and the tasking of Intelligence Officers.
- To present results of analysis in the most appropriate format giving recommendations for action – in particular through the production of target packages for dissemination to operational law enforcement teams.
- To produce as necessary, strategic assessments intended to give an overview of organised criminality within Kosovo and to inform policy level decision-making processes.
- To assist in the development of best practices for the handling and use of intelligence both within the office and with 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 of EUOCI.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the following fields of expertise: Law Intelligence, Criminology, Social Sciences, Mathematics or other related university studies OR equivalent and attested Police or/and Military education; AND

- After having fulfilled the educational requirements, a minimum of 8 years of relevant professional experience in International Police Cooperation.
- Extensive and progressive professional experience in intelligence issues and/or complex data.
- 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).
- Comprehensive knowledge of analytical techniques.
- Sound understanding of intelligence processes, both tactical and strategic.

#### **5. Desirable Qualifications and Experience**

- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo.
- 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.
- Knowledge of Albanian and/or Serbian language.
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.
- Experience in criminal intelligence.

|   |  |   |
|---|--|---|
| <b>Position:</b><br>EU Office for Criminal Intelligence<br>IT Administrator   | <b>Employment Regime:</b><br>Seconded                  |   |
| <b>Ref. Number:</b><br>EK 30126<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>Mar 2017                    |
| <b>Division/Department/Unit:</b><br>Executive Division/ Executive<br>Criminal Investigations Department/<br>EU Office for Criminal<br>Intelligence/Analytical and<br>Technical Office | <b>Security Clearance<br/>Level:</b><br>EU SECRET      | <b>Open to Contributing Third<br/>States:</b><br>No |

### 1. Reporting Line

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

### 2. 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 Chief of EUOCI.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of IT OR equivalent Police/Military Academy education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Extensive and progressive professional experience in management of servers (including SQL), TCP/IP protocols.
- Knowledge of and experience with IT Security Systems.

## **5. Desirable Qualifications and Experience**

- 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:</b><br>Operations Officer of International Police Cooperation Unit   | <b>Employment Regime:</b><br>Seconded                             |  |
| <b>Ref. Number:</b><br>EK 30131<br>Confirmed Vacancies: 0<br>Pending Vacancies: 1   | <b>Location:</b><br>Western Balkans Region (Kosovo)               | <b>Availability:</b><br>May 2017                 |
| <b>Component/Department/Unit:</b><br>Executive Division/Executive Criminal Investigations Department/ International Police Cooperation Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Law, Political, Social Sciences, Public Administration or other related fields OR equivalent Police/Military Academy education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant and proven full-time professional experience in International Police Cooperation.
- 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.

#### **5. Desirable Qualifications and Experience**

- 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:</b><br>Organised Crime Investigation Officer   | <b>Employment Regime:</b><br>Seconded                             |   |
| <b>Ref. Number:</b><br>EK 30137<br>Confirmed Vacancies: 6<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)            | <b>Availability:</b><br>4 ASAP,<br>1 Apr 2017<br>1 May 2017 |
| <b>Component/Department/Unit:</b><br>Executive Division/ Executive Criminal Investigations Department/ Organised Crime Investigation Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes            |

### 1. Reporting Line

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

### 2. 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 OCIU.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the following fields of expertise: Law Enforcement, Law, Police Science or other related fields OR equivalent and attested Police or/and Military education; AND
- After having fulfilled the educational requirements, a minimum of 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.

### 5. Desirable Qualifications and Experience

- 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:</b><br>War Crimes Investigator   | <b>Employment Regime:</b><br>Seconded                                |  |
| <b>Ref. Number:</b><br>EK 30138<br>Confirmed Vacancies: 2<br>Pending Vacancies: 1   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)               | <b>Availability:</b><br>2 ASAP,<br>1 Apr 2017    |
| <b>Component/Department/Unit:</b><br>Executive Division/Executive<br>Criminal Investigations Department/<br>War Crimes Investigation Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The War Crimes Investigator will report to the Chief of War Crimes Investigation Unit (WCIU).

### 2. 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.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the following fields of expertise: Law Enforcement, Law, Police Science or other related fields OR equivalent and attested Police or/and Military education; AND
- After having fulfilled the educational requirements, a minimum of 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.

### 5. Desirable Qualifications and Experience

- 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:</b><br>Head of Strengthening Division                                | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. number:</b><br>EK 30170<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)      | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Strengthening Division                       | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

**1. Reporting Line:** The Head of Strengthening Division reports to the Head of Mission (HoM).

## **2. Main Tasks and Responsibilities**

- To guide the Division's work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts and organisations through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures. To report on a regular basis to the Head of Mission on the achievements and challenges deriving from the MMA initiatives, together with transition developments.
- To lead, direct and manage the work and staff of the Strengthening Division.
- To input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements.
- To ensure timely internal reporting from the operational perspective against benchmarking.
- To contribute to the Mission's external reporting against benchmarking.
- To ensure the consistency and sustainability of Mission's operational activities over time.
- To work in close cooperation with the other Mission's components.
- To ensure that Mission staff members working under the Head of Strengthening Division's responsibility receive proper induction training.
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed.
- To ensure that Mission staff members working under the Head of Operations responsibility identify and report lessons and best practices within their respective fields of responsibility.
- To ensure that Mission staff members working under the Head of Operation' responsibility are periodically updated on Mission's mandate implementation progress.
- To undertake any other related tasks as requested by the HoM.

## **3. Mission Specific Tasks and Responsibilities**

- To manage and coordinate, the mission's Monitoring, Mentoring and Advising (MMA) mandate through the Deputy Head of Strengthening Division, Heads of Units and lead advisors within the division, including the regional presence in the northern municipalities, thematic advisors and mobile units.
- To ensure close cooperation with Kosovo Rule of Law Institutions, EUSR office and EU Office, together with other relevant Donor groups at the appropriate level.
- To work in close cooperation with the Head of the Executive Division and the Chief of Staff to ensure efficient and effective use of resources in delivering the aspirations within the OPLAN, particularly in terms of cross cutting issues.
- To ensure the mainstreaming of the cross cutting elements of Anti-Corruption, Human Rights, Gender and Minority aspects into the Division's activities.

- 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).

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences, Law Enforcement, Business Administration or other relevant field; AND
- After having fulfilled the educational requirements, a minimum of 12 years of relevant professional experience, of which at least 7 should be at management level.
- Demonstrable experience in implementation of reform programmes.
- Proven ability to establish/review priorities, to plan and to exercise control.
- Proven ability to engage with senior officials/ governmental level decision makers.
- Experience in Security Sector/RoL Reform in a national or host state context.

#### **5. Desirable Qualifications and Experience**

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL.
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Completion of related ESDC course(s)

|  |  |  |
|--|--|--|
| <b>Position Name:</b><br>DCAM / DMF Advisor  | <b>Employment Regime:</b><br>Seconded                                      |  |
| <b>Ref. Number:</b><br>EK 30178<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)                     | <b>Availability:</b><br>Feb 2017                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory<br>Unit on Internal Matters | <b>Level of Security<br/>Clearance</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third<br/>States:</b><br>Yes |

### 1. Reporting Line

The DCAM /DMF Advisor reports to the Chief of Advisory Unit on Internal Matters.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities

- To monitor, mentor and Advise the Director of the Department on Citizenship, Asylum and Migration (DCAM), the Director of the Directorate for Migration and Foreigners (DMF) and all relevant departments of the Kosovo Ministry of Internal Affairs (MoIA) and other institutions in establishing the rule of law and in implementing the commitments deriving from the visa liberalization process and the stabilisation and association agreement, in the field of migration.
- To be the key interlocutor with the Director of DCAM, the Director of the Directorate for DMF and all relevant departments of the MoIA.
- To assist the MoIA in the elaboration and the implementation of different strategies (Strategy and Action Plan on Migration, Strategy on Reintegration of the Readmitted Persons, Strategy on Fight Against the Trafficking of Human Being).
- To assist the implementation of the National IBM Strategy and Action Plan (2013-2018).
- To support the establishment of European best practices in migration management, including irregular migration control, labour and facilitated migration, counter trafficking.
- To advise MoIA on visas and issues relating to foreigners in their cooperation with KBP and MFA.
- To support the local authorities in the establishment of the visa regime and the implementation of the legislation related to these issues.

- To take part and assist in working group for IPA project in the field of migration.
- To assist the Ministry of Internal Affairs (MoIA) in developing and implementing a methodology and plan for inland detections in order to improve the Kosovo authorities' capacity to prevent, detect and investigate trafficking in human beings and the facilitation of irregular migration.
- To assist the adoption of the measures defining the liability of carriers, including financial penalties, to return third-country nationals who do not meet the conditions of entry to Kosovo.
- To contribute to coordination at operational level with other organisational units, in particular the the Advisory Unit on Police and Border Matters (AUPBM).
- To undertake any other related task as requested by the Chief of Advisory Unit on Internal Matters.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts
- At least 5 years of professional experience in a public administration or other relevant institution, dealing with migration issues.
- Knowledge and proven experience in the visa liberalisation process with the Western Balkans.
- Experience in liaising with governmental authorities as well as with national and international institutions.

#### **5. Desirable Qualifications and Experience**

- Personal commitment, efficiency and drive for results, and problem solving skills.
- Ability to perform under stress and in difficult circumstances.
- Strong interpersonal and organizational skills, strategic and creative thinking.
- Knowledge of Albanian and/or Serbian language.
- Experience in project management



|   |  |  |
|---|--|--|
| <b>Position:</b><br>Mobile Advisor  | <b>Employment Regime:</b><br>Seconded                              |  |
| <b>Ref. number:</b> EK 30187<br>Confirmed Vacancies: 3<br>Pending Vacancies: 0                  | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)             | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Strengthening Division/Advisory<br>Unit on Justice Matters | <b>Security Clearance Level:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Mobile Advisor reports to the Chief of Advisory Unit on Justice Matters.

### 2. Main Tasks and Responsibilities

- To act as the Mission focal point for Rule of Law/Justice matters.
- In close coordination with the Mission's Executive Division, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan.
- To monitor and analyse the RoL/Justice situation in the host State.
- To liaise with and advise the host state justice authorities and relevant security sector reform actors.
- To develop and organise integrated workshops to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system.
- To liaise with other international actors as required.
- To ensure timely reporting and information flow on RoL/justice issues.
- To contribute to identify and report on lessons and best practices within the field of RoL/justice.
- To perform any other task as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To monitor selected cases processed by the criminal justice system in accordance with a plan elaborated by the Mission
- As required to advise and mentor local counterparts in the administration of criminal justice in a structured manner and in line with the Mission's planning documents.
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts.
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, minority groups, human rights and gender issues, etc..
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- At least 3 years of experience in advanced monitoring of judiciary, including trial monitoring.
- Experience gained by additionally obtaining an advanced (Master's) degree in Law will be counted towards the minimum relevant work experience.

- Practical understanding of legal reform process including the development of legal policy and legislation.
- Experience in/ sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process.

#### **5. Desirable Qualifications and Experience**

- Experience as a practising lawyer.
- Experience in criminal justice reform either domestically or internationally.
- LLM in human rights and/or criminal law.
- Knowledge of Albanian and/or Serbian language.

|   |  |  |
|---|--|--|
| <b>Position Name:</b><br>Correctional Mobile Monitor                              | <b>Employment Regime:</b><br>Seconded                              |  |
| <b>Ref. Number:</b><br>EK 30207<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)             | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/<br>Correctional Unit  | <b>Security Clearance Level:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Correctional Mobile Monitor reports to the Chief Correctional Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.

### 3. Mission Specific 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) Kosovo Correctional Services (KCS) as part of a Mobile Team covering all of Kosovo.
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts.
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, accountability, human rights and gender issues, etc.
- To advise and mentor local counterparts, as required, in a structured manner in line with the Mission's planning documents, in particular, to advise KCS management in matters regarding internal/external security, daily operations and management, to advise on the treatment of prisoners to comply with European Best Practices and Human Rights standards etc.
- To undertake any other related task as requested by the Chief Correctional Unit.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any

of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience in Correctional Services.
- Ability to mentor and motivate local counterparts

**5. Desirable Qualifications and Experience**

- Ability to perform under stress and in difficult circumstances.
- Knowledge of Albanian and/or Serbian language.
- Experience in project management

|  |  |  |
|--|--|--|
| <b>Position Name:</b><br>Advisor to KP Director Borders  | <b>Employment Regime:</b><br>Seconded                                      |  |
| <b>Ref. Number:</b><br>EK 30218<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0  | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)                     | <b>Availability:</b><br>ASAP                         |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory<br>Unit Police and Border Matters /<br>Kosovo Police – Central Advisors | <b>Level of Security<br/>Clearance</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third<br/>States:</b><br>Yes |

### 1. Reporting Line:

The Advisor to KP Director Borders reports to the Advisor to the Deputy Director General Operations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities

- To support the development of the Director and the management team of Kosovo Border Police in the field of CSSR through mentoring, monitoring and advising.
- To be the key interlocutor with the Director of Kosovo Border Police.
- To support the Advisor to the Deputy Director General Operations at the operational level in the normalization process between Belgrade and Pristina regarding MUP and KBP liaison, with particular focus on crossing points and the ABL.
- To undertake any other related task as requested by the Head of Mission.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.

- Extensive knowledge of Border and immigration issues, including experience in a senior management position within a European Union Police Administration.
- A proven track record in relevant areas of Police including operational experience in International Border Management and Monitoring Mission, as well as law enforcement.

#### **5. Desirable Qualifications and Experience**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Ability to perform under stress and in difficult circumstances.
- Knowledge of Albanian and/or Serbian language.
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo.
- Driving license of category C.

|  |   |  |
|--|---|--|
| <b>Position:</b><br>Community Policing Advisor to Kosovo Police  | <b>Employment Regime:</b><br>Seconded                             |  |
| <b>Ref. Number:</b><br>EK 30220<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0  | <b>Location:</b><br>Western Balkans Region (Kosovo)               | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory Unit Police and Border Matters/Kosovo Police – Central Advisors | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line:

The Community Policing Advisor to Kosovo Police reports to the Advisor to the Department for Investigations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.

### 3. Mission Specific 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) at central and regional levels throughout Kosovo.
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to the area of Intelligence Lead Policing.
- To provide technical, tactical and constructive advice to support, to mentor and monitor Kosovo Police leadership at the central and regional levels, in relation to initiating pro-active and re-active approach in the field of implementation of Intelligence Lead Policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities.
- To coordinate closely with other relevant organisational units and in particular with the Advisor to the Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Leader.

- To develop strategies to support the capacity and capability of Kosovo Police in enhancing their Community Policing function including problem solving policing, community engagement and interaction, with a particular focus on the prevention, identification, reduction and prosecution of ethnically motivated crimes and incidents. This should also include the development of community impact assessments.
- To provide bids to the Tasking and Coordinating function of the Unit for the use of resources to tackle prioritised thematic activity.
- To identify opportunities for intervention activities relating to workshops and seminars by means of Small Scale Projects activity

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.
- At least 2 years of experience as a supervisor/manager of a unit or a team within the required field of specialisation.
- Very good personal and communications skills, both written and oral.
- Driving license of category C.
- Trained, authorised and equipped with fire arm for deployment in the north of Kosovo.

#### **5. Desirable Qualifications and Experience**

- Knowledge of project management theories and practises.
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Ability to perform under stress and in difficult circumstances.
- Knowledge of Albanian and/or Serbian language.



|  |   |  |
|--|---|--|
| <b>Position Name:</b><br>Intelligence Lead Policing Advisor to Kosovo Police   | <b>Employment Regime:</b><br>Seconded                               |  |
| <b>Ref. Number:</b><br>EK 30221<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0  | <b>Location:</b><br>Western Balkans Region (Kosovo)                 | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory Unit Police and Border Matters/Kosovo Police – Central Advisors | <b>Level of Security Clearance</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Adviser reports to the Head of Unit/Senior Adviser.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.

### 3. Mission Specific 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) at central and regional levels throughout Kosovo.
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to the area of Intelligence Lead Policing.
- To provide technical, tactical and constructive advice to support, to mentor and monitor Kosovo Police leadership at the central and regional levels, in relation to initiating pro-active and re-active approach in the field of implementation of Intelligence Lead Policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities.
- To coordinate closely with other relevant organisational units and in particular with the Advisor to the Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Leader.
- Develop strategies to support the capacity and capability of Kosovo Police officers in tackling serious and organised crime through the development of Intelligence Lead investigations.
- To provide bids to the Tasking and Coordinating function of the Unit for the use of resources to tackle prioritised thematic activity.
- To identify opportunities for intervention activities relating to workshops and seminars by means of Small Scale Projects activity.

- To undertake any other related task as requested by the Head of Mission.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, a minimum of 4 years of relevant professional experience within the area of police operations relating to National Intelligence Model function and Intelligence Lead Policing process (specific knowledge and expertise relating to the systems, processes and products of Intelligence Lead Policing).
- Ability to mentor and motivate local counterparts.
- Driving license of category C.
- Trained, authorised and equipped with fire arm for deployment in the north of Kosovo.

#### **5. Desirable Qualifications and Experience**

- Knowledge of project management theories and practises.
- Ability to perform under stress and in difficult circumstances.
- Knowledge relating to relevance software applications utilised within the function of Intelligence Lead Policing, together with an understanding of standardised analytical products.
- Knowledge of Albanian and/or Serbian language.
- Experience in project management.

|   |   |  |
|---|---|--|
| <b>Position Name:</b><br>Gender Based Violence Advisor to Kosovo Police   | <b>Employment Regime:</b><br>Seconded                               |  |
| <b>Ref. Number:</b><br>EK 30223<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region (Kosovo)                 | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/<br>Advisory Unit Police and Border Matters/Kosovo Police – Central Advisors | <b>Level of Security Clearance</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line:

The Gender Based Violence Advisor to Kosovo Police reports to the Advisor to the Department for Investigations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.

### 3. Mission Specific 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) at central and regional levels throughout Kosovo.
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to the area of Gender Based Violence throughout the criminal justice process with a specific focus on vulnerable victims requirements.
- To provide technical, tactical and constructive advice to support, to mentor and monitor Kosovo Police leadership at the central and regional levels, in relation to initiating pro-active and re-active approach in the field of Gender Based Violence within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities.

- To coordinate closely with other relevant organisational units and in particular with the Advisor to the Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Leader.
- Develop strategies to support the capacity and capability of Kosovo Police officers in tackling serious and organised crime through the development of victim orientated investigations.
- To provide bids to the tasking and coordinating function of the Unit for the use of resources to tackle prioritised thematic activity.
- To identify opportunities for intervention activities relating to workshops and seminars by means of Small Scale Projects activity.
- To undertake any other related task as requested by the Head of Mission.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, a minimum of 3 years of relevant professional experience dealing with Gender Based Violence (especially victims of sexual violence and other crimes requiring specialised victim orientated training).
- Ability to mentor and motivate local counterparts
- Driving license of category C.
- Trained, authorised and equipped with fire arm for deployment in the north of Kosovo.

#### **5. Desirable Qualifications and Experience**

- Knowledge of project management theories and practises.
- Ability to perform under stress and in difficult circumstances.
- Knowledge of Albanian and/or Serbian language.
- Experience in project management

|   |   |  |
|---|---|--|
| <b>Position Name:</b><br>Chief Regional Advisor North   | <b>Employment Regime:</b><br>Seconded                                       |  |
| <b>Ref. Number:</b><br>EK 30228<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)                      | <b>Availability:</b><br>Mar 2017                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory<br>Unit Police and Border Matters / KP<br>North Regional Directorate | <b>Level of Security<br/>Clearance:</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third<br/>States:</b><br>Yes |

### 1. Reporting Line

The Chief Regional Advisor North reports to the Advisor to Deputy Director General Operations

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities

- To deliver the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Regional Commanders and their Regional Teams in Mitrovica.
- To direct and supervise the work of the Regional 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 Advisor to Deputy Director General Operations
- To contribute to the implementation of the Mission's policies by assertive MMA in the field of serious organised crime, potential political interference and corruption, human rights and gender, etc.
- To provide technical, tactical and constructive advice in mentoring and monitoring the KP 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 undertake any other related task as requested by the Head of Mission.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should

be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND

- After having fulfilled the educational requirements, a minimum of 8 years of relevant professional experience, out of which at least 3 at a management level.
- Proven ability to mentor and motivate local counterparts
- Extensive knowledge of border management protocols/customs/prosecution
- Driving license of category C.
- Staff member is expected, subject to national caveat to live in the north.
- Authorised to carry and issued a personal weapon.
- Senior Law Enforcement Officer.
- Strong knowledge and understanding of Intelligence Lead Policing.
- At least 5 years of experience at senior management level in command of a district or specialist department (indicative management supervising 80 staff members).
- Knowledge of and experience in project management.
- Ability to perform under stress and in difficult circumstances.

#### **5. Desirable Qualifications and Experience**

- Experience in project management

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Internal Auditor  | <b>Employment Regime:</b><br>Seconded/Contracted            | <b>Post Category:</b><br>Mission Support - Management Level (MSML) |
| <b>Ref. number:</b><br>EK 30019<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region (Kosovo)         | <b>Availability:</b><br>ASAP                                       |
| <b>Component/Department/Unit:</b><br>Head of Mission Office/<br>Audit Unit        | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes                   |

### 1. Reporting Line

The Internal Auditor reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities

- To lead a small Audit Team in charge of planning and conducting financial, systems and performance audit controls.
- To develop a risk-based audit programme for validation by the Mission's management.
- To plan appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources.
- To operate in accordance with relevant provisions, and with internationally established professional internal auditing standards.
- To prepare high quality and operational audit reports presenting the findings and recommendations.
- To obtain feedback from auditees on the conduct of the audit.
- To recommend corrective actions to the Mission's management as appropriate, and to follow up and review corrective actions taken by management.
- To provide advice and guidance to the Head of Mission and the Head of Mission Support Department in order to improve compliance with internal control standards.
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies.
- To ascertain the nature of a process, identify key control points and evaluates their efficiency and effectiveness.
- To identify and map risks.
- To design and establish risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards.
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures.
- To examine whether resources are used efficiently and economically and achieving effective results.
- To examine the reliability and integrity of information systems.
- To undertake any other related tasks as requested by the Head of Mission.

### 3. Mission Specific Tasks and Responsibilities

- To establish a risk-based ex post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines.
- To assure effective management of the audit activities;

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Economics, Audit, Finance, or Accounting, or other relevant subject; AND
- At least 5 years of relevant professional experience in Audit, Finance and/or Accounting.
- Proven ability to produce high-quality audit reports including recommendations
- Good knowledge of EC Financial Regulation and audit practices.
- Knowledge and experience working with computerised financial systems in the area of accounting or financial management and with Audit management software.

#### **5. Desirable Qualifications and Experience**

- Experience in setting up an internal audit capability in a big and complex organisation.
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent is Desirable.
- Good knowledge and/or experience in strategic management and/or public administration.
- Very good sense of organisation, priority-setting and ability to react quickly to new demands.
- Excellent analytical, research and problem-solving skills.



|  |  |   |
|--|--|---|
| <b>Position:</b><br>Legal Adviser  | <b>Employment Regime:</b><br>Seconded/Contracted       | <b>Post Category:</b><br>Expert                 |
| <b>Ref. number:</b><br><b>EK 30059</b><br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>ASAP                    |
| <b>Component/Department/Unit:</b><br>Mission Support Department                          | <b>Security Clearance Level:</b><br>EU SECRET          | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

The Legal Adviser reports to the Head of Mission Support Department. The incumbent will also give direct advice to the Head of Mission (HoM), Deputy Head of Mission (DHoM) and Chief of Staff (CoS) when requested.

### 2. Main Tasks and Responsibilities

- To provide advanced legal expertise and advice on legal issues pertaining to the Mission and its legal framework, status and mandate.
- To draft legal guidelines for the Mission in accordance with line management instructions.
- To exercise oversight in all legal aspects in the Mission, including but not limited to operational issues, contracts relating to any legal or financial issues, contracts of employment, and other administrative legal issues.
- To liaise with international and local stakeholders in legal issues.
- To draft assessments and recommendations for the line management in relation to internal disciplinary and administrative proceedings.
- To plan and carry out trainings related to general legal issues.
- To provide advice on Host country regulatory and other instruments, mechanisms and arrangements.
- To undertake any other tasks required by the Head of Mission Support Department.

### 3. Mission Specific Tasks and Responsibilities

- To provide direct counsel to the HoM, DHoM and the CoS on contractual and financial obligations/liabilities.
- To represent the Mission, the HoM in arbitrations with external stakeholders coordinating the work of external legal counsels in litigation.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification must be in Law; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience with at least 3 years of experience at a senior level.

- Good understanding and experience of public international law, European law, labour law.
- Experience as a practising lawyer.

#### **5. Desirable Qualifications and Experience**

- Previous experience in working on both private and public sectors.
- Knowledge of the jurisprudence in the host country.
- Previous experience on downsizing and liquidation of an international Mission.
- Knowledge of the EU Financial Regulations including public procurement.
- Previous experience in international litigation.

|  |  |   |
|--|--|---|
| <b>Position Name:</b><br>Multifaceted Mobile Team Customs Advisor  | <b>Employment Regime:</b><br>Seconded/Contracted                           | <b>Post Category:</b><br>Mission Support –<br>Management Level (MSML) |
| <b>Ref. Number:</b><br>EK 30225<br>Confirmed Vacancies: 2<br>Pending Vacancies: 0  | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)                     | <b>Availability:</b><br>ASAP  |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory<br>Unit Police/Border Matters /<br>Multifaceted Mobile Team | <b>Level of Security<br/>Clearance</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third<br/>States:</b><br>Yes                  |

### 1. Reporting Line

The Multifaceted Mobile Team Customs Advisor reports to the Multifaceted Mobile Team Coordinator.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.

### 3. Mission Specific Tasks and Responsibilities

- To work as a Multifaceted Mobile Team Custom Officer travelling within the area of operations to advise on or review current Kosovo Customs (KC) procedures and providing advice and direction to KC on strategic level.
- Providing policy advice and technical expertise from a multi-disciplinary perspective on a variety of border police related practices and management issues, particularly on matters related to the management of the border crossings, administrative boundary line and cross border inter agency co-operation.
- Expected to work as part of a multifaceted team lead functional activity within the field of their expertise.
- Expected to work as part of a multifaceted team support Police and Border Police advisors in their functional activity.
- To review the documented policies in Kosovo Customs (KC), looking closely at the code of ethics and provide a Strategic Risk Assessment.
- To monitor, mentor and advise the relevant Kosovo Customs Directorates on the strategic and operational management of borders, including the customs control on persons, vehicles and goods entering or exiting Kosovo.
- To advise and assist Kosovo Customs Directorates in improving the capability of border control officers to detect smuggling offences and customs frauds.

- To conduct specific thematic inspections and performance assessment tasks on Kosovo Border Crossing Points and Customs Terminals 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 assist Kosovo Customs with the implementation of the agreements reached through the Dialogue between Belgrade and Pristina.
- To assist Kosovo Customs with the implementation of international and bilateral principles and agreements in relation to Border Management in cooperation with neighbouring countries through the existing Coordination Centres.
- To MMA Kosovo Customs on principles and agreements between Belgrade and Pristina (e.g. participation in meetings).
- To undertake any other related task as requested by the Head of Mission.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience in Customs matters. Ability to mentor and motivate local counterparts.
- Proven experience as facilitator in cross border meetings related to international Border/Boundary agreements.
- Good understanding of Intelligence Lead Processes.
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo.
- At least 3 years of experience at management level.
- Ability to perform under stress and in difficult circumstances.
- Driving license of category C.

#### **5. Desirable Qualifications and Experience**

- International experience, particularly in crisis areas with multi-national and international organisations in the field of Customs Procedures.
- Extensive knowledge and proven experience in anti-smuggling and drug enforcement.
- Knowledge of Albanian and/or Serbian language.
- Experience in project management

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Administrative Officer  | <b>Employment Regime:</b><br>Seconded/Contracted                  | <b>Post Category:</b><br>Mission Support - Management Level (MSML) |
| <b>Ref. number:</b><br>EK 30241<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region (Kosovo)               | <b>Availability:</b><br>ASAP                                       |
| <b>Component/Department/Unit:</b><br>Mission Support Department                   | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes                   |

### 1. Reporting Line

The Administrative Officer reports to the Head of Mission Support Department.

### 2. Main Tasks and Responsibilities

- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures (SOP's) and guidelines in Mission Support.
- To assist the Head of Mission Support in scheduling Mission Support related activities.
- To verify reports, data and information in the Mission Support reporting structure.
- To administer and distribute relevant reports and required information to internal and external functions.
- To write minutes of meetings and follow up on tasks within the Mission Support Department.
- To co-ordinate internal communication within Mission Support and organise meetings and presentations.
- To draft letters, memoranda, reports, and other documents as requested.
- To maintain office services by assisting the Head of Mission Support in organising office operations and procedures, managing correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions.
- To be responsible for the effective and appropriate management of the Mission Support Department central records and archives.
- To establish and maintain filing systems of the Mission Support Department central office to meet administrative, legal and financial requirements.
- To contribute to the design and implementation of policies, procedures and infrastructure to support an integrated organisational wide records management approach and system;
- To undertake any other duties related to his/her assignment as assigned by the Head of Mission Support.

### 3. Mission Specific Tasks and Responsibilities

- To oversee all filing and reporting conducted by Mission Support Department in close coordination with Mission Support Local Administrative Officer.
- To assist the HoMSD in ensuring timely and accurate reporting and information flow as per the planning documents.
- To coordinate the Mission internal budget drafting process.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Human Resources, Business Administration, Law or other relevant subject.

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- At least 3 years of administrative related working experience.

#### **5. Desirable Qualifications and Experience**

- Knowledge and application of records management practices including an understanding of computerized records management systems.
- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality.
- Reporting skills.
- Knowledge of EU financial regulations.
- Excellent interpersonal and communication skills, both written and oral (English).
- High Proficiency in using IT tools and software (Excel).

|  |  |   |
|--|--|---|
| <b>Position:</b><br>Finance and Accounting Officer   | <b>Employment Regime:</b><br>Seconded/Contracted                     | <b>Post Category:</b><br>Mission Support Staff –<br>Management Level (MSML) |
| <b>Ref. Number:</b><br>EK 30247<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                            | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)               | <b>Availability:</b><br>ASAP  |
| <b>Component/Department/Unit:</b><br>Mission Support Department/<br>Administrative Services/<br>Finance Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third<br/>States:</b><br>Yes                        |

### 1. Reporting Line

The Finance and Accounting Officer reports to the Chief of Finance Unit.

### 2. Main Tasks and Responsibilities

- To be responsible for the control of financial commitments with regard to the availability of the funds and the respect of procurement threshold.
- To be responsible for the monitoring of the internal financial authorizing process.
- To be responsible for proper implementation of payments (including payroll process), collection of revenue and recovery of amounts established as being receivable.
- To be responsible for payments of procurement contracts.
- To establish the accounting rules and methods and the chart of accounts to supply or justify accounting information.
- To prepare, present and maintain the accounts.
- To prepare, present and maintain the inventory of Mission's assets.
- To safe-keep financial supporting documentation.
- To manage the Mission's treasury and ensure its safekeeping.
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the Chief of Finance Unit.
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting and preparation of weekly, monthly, quarterly, interim and final financial reports, as well as ad hoc reporting.
- To prepare regular treasury forecasts for potential budget readjustments and ensure that the Mission has at its disposal sufficient funds to cover cash requirement arising from budgetary implementation.
- To develop and implement internal and external audit methods.
- To support the implementation of quarterly and final external audits.
- To assist the Chief of Finance in the financial management of the Mission.
- To undertake any other related tasks as requested by the Chief of Finance.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Economics, Finance or Accounting; AND

- After having fulfilled the educational requirements, a minimum of 5 years of relevant and proven full-time professional experience.
- Excellent analytical, research and problem-solving skills.
- Ability to operate Windows, including MS Office and especially extremely confident with spreadsheets, or PC based accounting systems.

**5. Desirable Qualifications and Experience**

- 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:</b><br>Chief Transport Unit  | <b>Employment Regime:</b><br>Seconded/Contracted                   | <b>Post Category:</b><br>Mission Support Staff –<br>Management Level (MSML) |
| <b>Ref. Number:</b><br>EK 30282<br>Confirmed Vacancies: 0<br>Pending Vacancies: 1                     | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)             | <b>Availability:</b><br>ASAP  |
| <b>Division/Department/Unit:</b><br>Mission Support Department/<br>Technical Services /Transport Unit | <b>Security Clearance Level:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes                            |

### 1. Reporting Line

The Chief Transport Unit reports to the Head of Technical Services.

### 2. Main Tasks and Responsibilities

- To be responsible for the overall management of transport means within the Mission and the provision of appropriate advice to senior management on all transport related matters.
- To direct and supervise the Transport Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents.
- To manage and assist in developing the budget for the Transport Unit.
- To be responsible for establishing a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover. to manage a Fleet Monitoring System (FMS).
- To provide advice, support and training on transport related matters, ensuring the necessary storage, distribution and allocation of motor vehicles and associated equipment to mission members.
- To be responsible for liaising with contingent transport officers from contributing nations and co-ordination of management and surveillance of their fleet.
- To be responsible for the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues.
- To identify needs of goods and/or services specifically required for its area of responsibility (including future vehicle needs of the Mission) and to technically define the appropriate requirements of the means required to cover these needs.
- To participate, as appropriate, in the correspondent processes to procure these goods and services.
- To establish a management system that includes coordination and supervision of storage, allocation and distribution, consumption and future needs.
- To ensure the effective management of logistics databases, inventories and lists of equipment on the items related to his/her field of expertise.
- To develop internal guidelines and Standard Operating Procedures in his/her area of responsibility, as required.
- To undertake any other related tasks as requested by Head of Technical Services.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Mechanical Engineering, Transportation, Logistics or other related university studies, OR

equivalent and attested police or/and military education or training; AND

- After having fulfilled the educational requirements, a minimum of 10 years of relevant professional experience.
- At least 5 years of management experience in transport related matters.
- Be familiar with project environment.
- Good awareness of different product and services markets and industrial business networks.

#### **5. Desirable Qualifications and Experience**

- Experience in the implementation of EU procurement processes and regulations.
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- Ability to perform under stress and in difficult circumstances.

|   |   |   |
|---|---|---|
| <b>Position:</b><br>Close Protection Operator   | <b>Employment Regime:</b><br>Seconded/Contracted    | <b>Post Category:</b><br>Mission Support Staff – Assistant Level (MSAL) |
| <b>Ref. Number:</b><br>EK 30326<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0             | <b>Location:</b><br>Western Balkans Region (Kosovo) | <b>Availability:0</b><br>ASAP,  |
| <b>Component/Department/Unit:</b><br>Security and Safety Department/<br>Close Protection Unit | <b>Security Clearance Level:</b><br>EU SECRET       | <b>Open to Contributing Third States:</b><br>No                         |

### 1. Reporting Line

The Close Protection Operator reports to the Chief of Close Protection Unit.

### 2. 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 Chief of Close Protection Unit.

### 3. Mission Specific Tasks and Responsibilities

- Authorised to carry and issued a personal weapon.
- Driving license of category C.
- Staff member might be expected to live in the north.

### 4. Essential Qualifications and Experience

- Successful completion of the secondary education attested by a diploma and either relevant specialised training in close protection techniques or relevant professional experience of 5 years counted from the date of award of a secondary diploma OR equivalent and attested Police or/and Military education; AND
- 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).
- Trained in basic life support (medical training).
- Advanced driving training (defensive driving).
- Ability to operate a variety of communication systems.

**5. Desirable Qualifications and Experience**

- Ability to perform under stress and in difficult circumstances.

|  |   |   |
|--|---|---|
| <b>Position:</b><br>Chief Security Information Analysis Unit   | <b>Employment Regime:</b><br>Seconded/Contracted    | <b>Grading category:</b><br>Expert              |
| <b>Ref. Number:</b><br>EK 30330<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                              | <b>Location:</b><br>Western Balkans Region (Kosovo) | <b>Availability:</b><br>ASAP                    |
| <b>Component/Department/Unit:</b><br>Security and Safety Department/<br>Security Information and Analysis Unit | <b>Security Clearance Level:</b><br>EU SECRET       | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

The Chief Security Information Analysis reports to the Senior Mission Security Officer (SMSO).

### 2. Main Tasks and Responsibilities

- To direct and supervise the work of the Security Information Analysis Unit.
- To gather comprehensive information about events or actions that may affect the safety and security of EU staff and assets within the Mission area.
- To assess all political and social information in relation to the Mission security.
- To advise the SMSO on a daily basis on the security clearance for movement of personnel within the Mission area.
- To review all security threats as they affect the Mission, as well as information and data protection and advise on counter measures to such threats.
- To conduct risk analysis and threat assessments.
- To provide up-to-date security information for the SMSO's daily/weekly/monthly brief.
- To monitor the Mission-wide threat and propose changes to the Mission security phases to the SMSO as applicable.
- To provide briefings to new staff members to the Mission on the Mission-wide security situation.
- To liaise with UN Agencies, local Police, NATO/KFOR, international organisations and NGOs with regard to security information.
- To ensure the quick dissemination of security related information.
- To liaise closely with other elements of the security unit in the planning and preparation of security plans or briefs.
- To undertake any other related tasks as requested by the SMSO.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in the field of Security or Emergency Management OR equivalent and attested police or/and military education or training; AND
- After having fulfilled the educational requirements, a minimum of 10 years of relevant professional experience.
- At least 5 years of experience in security information analysis in a police or military environment.
- Proven information analysis, staff and leadership experience required.

- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures.
- International experience, particularly in crisis areas with multi-national and international security organisation.
- Excellent analytical skills.
- Driving licence of Category C.
- Excellent presentational skills with experience in delivering Power Point presentations to large audiences in English language.

#### **5. Desirable Qualifications and Experience**

- Very good interpersonal and communication skills, both written and oral.
- Ability to perform under stress and in difficult circumstances.
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.
- Successful completion of the EU Mission Security Officer Certification Course.
- Knowledge of IT Security and information analysis.
- Knowledge of Albanian and/or Serbian language.

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1 (Amendment 1)

| <b>European Union Rule of Law Mission in Kosovo<br/>(EULEX KOSOVO)<br/>3-2016 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)</b>                                |   |         |                     |                 |              |  |
| <b>Employment Regime:</b>  | <b>Seconded, Seconded/Contracted</b>                                  |   |         |                     |                 |              |  |
| <b>Job Titles/Vacancy Notice:</b>  | Ref.:   | Name of the Post  | Pending | Confirmed Vacancies | Total Vacancies | Availability |  |
|  | <u>Seconded</u>   |   |         |                     |                 |              |  |
|  | EK 30017  | Internal Investigations Officer                         | 0       | 1                   | 1               | Mar 2017     |  |
|  | EK 30026  | Operations Officer                                      | 1       | 0                   | 1               | May 2017     |  |
|  | EK 30036  | Joint Operations Officer/Police                         | 0       | 1                   | 1               | 1 ASAP       |  |
|  | EK 30037  | Joint Operations Officer / Safety & Security Department | 0       | 1                   | 1               | May 2017     |  |
|  | EK 30046  | Programme Manager                                       | 0       | 1                   | 1               | ASAP         |  |
|  | EK 30051  | Political Advisor/Reporting Officer                     | 1       | 0                   | 1               | ASAP         |  |
|  | EK 30060  | Human Rights Officer                                    | 0       | 1                   | 1               | ASAP         |  |
|  | EK 30071  | Special Assistant to the Head of Executive Division     | 0       | 1                   | 1               | ASAP         |  |
|  | EK 30077  | Prosecutor  | 0       | 1                   | 1               | 1 ASAP       |  |
|  | EK 30078  | Legal Officer   | 1       | 1                   | 1               | Apr 2017     |  |
| EK 30094   | Judge in Special Chamber of the Supreme Court (privatisation matters) | 0   | 1       | 1                   | ASAP            |              |  |

|          |  |   |   |   |                                      |
|----------|--|---|---|---|--------------------------------------|
| EK 30097 | Legal Officer at the Supreme Court/<br>Appellate Court   | 0 | 2 | 2 | 1 Apr 2017,<br>1 May 2017            |
| EK 30098 | Criminal Judge at Mitrovica Basic Court level  | 0 | 1 | 1 | ASAP                                 |
| EK 30112 | Liaison/Coordination Officer   | 0 | 1 | 1 | ASAP                                 |
| EK 30113 | Special Assistant to Deputy Head of Executive Division (Head of Executive Police)                              | 0 | 1 | 1 | ASAP                                 |
| EK 30121 | Informant Handler  | 1 | 0 | 1 | Mar 2017                             |
| EK 30123 | EU Office for Criminal Intelligence Analyst  | 0 | 1 | 1 | ASAP                                 |
| EK 30126 | EU Office for Criminal Intelligence IT Administrator   | 0 | 1 | 1 | Mar 2017                             |
| EK 30131 | Operations Officer of the International Police Cooperation Unit  | 1 | 0 | 1 | May 2017                             |
| EK 30137 | Organized Crime Investigation Officer  | 0 | 6 | 6 | 4 ASAP,<br>1 Apr 2017,<br>1 May 2017 |
| EK 30138 | War Crimes Investigation Officer   | 1 | 2 | 3 | 2 ASAP,<br>1 Apr 2017                |
| EK 30170 | Head of Strengthening Division   | 0 | 1 | 1 | ASAP                                 |
| EK 30178 | Department of Citizenship, Asylum and Migration (DCAM)/ Directorate for Migration and Foreigners (DMF) Advisor | 0 | 1 | 1 | Feb 2017                             |
| EK 30187 | Mobile Advisor   | 0 | 3 | 3 | ASAP                                 |
| EK 30207 | Correctional Mobile Monitor  | 0 | 1 | 1 | ASAP                                 |
| EK 30218 | Advisor to Kosovo Police Director Borders  | 0 | 1 | 1 | ASAP                                 |
| EK 30220 | Community Policing Advisor to Kosovo Police  | 0 | 1 | 1 | ASAP                                 |



|   |  |  |   |   |   |                  |
|---|--|--|---|---|---|------------------|
|   | EK 30221   | Intelligence Led Policing Advisor to Kosovo Police | 0 | 1 | 1 | ASAP             |
|   | EK 30223   | Gender Based Violence Advisor to Kosovo Police     | 0 | 1 | 1 | ASAP             |
|   | EK 30228   | Chief Regional Advisor North                       | 0 | 1 | 1 | Mar 2017         |
|   | <b><u>Seconded/Contracted</u></b>  |  |   |   |   |                  |
|   | EK 30019   | Internal Auditor                                   | 0 | 1 | 1 | ASAP             |
|   | EK 30059   | Legal Adviser                                      | 0 | 1 | 1 | ASAP             |
|   | EK 30225   | Multifaceted Mobile Team Customs Advisor           | 0 | 2 | 2 | ASAP             |
|   | EK 30241   | Administrative Officer                             | 0 | 1 | 1 | ASAP             |
|   | EK 30247   | Finance and Accounting Officer                     | 0 | 1 | 1 | ASAP             |
|   | EK 30282   | Chief of Transport Unit                            | 1 | 0 | 1 | ASAP             |
|   | EK 30326   | Close Protection Operator                          | 0 | 1 | 2 | ASAP, 1 Feb 2017 |
|   | EK 30330   | Chief Security Information Analysis                | 0 | 1 | 1 | ASAP             |
| <b>Deadline for Applications:</b>                           | 07 December 2016 at 17:00 hours (Brussels time)  |  |   |   |   |                  |
| <b>E-mail Addresses to send the Job Application Form to</b> | <p><b>For seconded candidates:</b><br/>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><br/><a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p> <p><b>For contracted candidates:</b><br/>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;"><a href="https://internationalrecruitment.eulex-kosovo.eu">https://internationalrecruitment.eulex-kosovo.eu</a></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.  |
| <b>Information:</b> | <p><b>General aspects:</b><br/> 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. 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><br/> cpcc.eulexkosovo@eeas.europa.eu<br/> <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><br/> HumanResources@eulex-kosovo.eu<br/> <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 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 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 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.

---

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

<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>

## **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 period of the interviews is from 12 December 2016 until 16 December 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).

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Internal Investigations Officer   | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. Number:</b><br>EK 30017<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)      | <b>Availability:</b><br>Mar 2017                 |
| <b>Component/Department/Unit:</b><br>Office of the Head of Mission/<br>Internal Investigations Unit | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Internal Investigations Officer reports to the Head of Mission/Deputy Head of Mission.

### 2. Main Tasks and Responsibilities

- Investigate, manage and supervise official complaints and disciplinary cases assigned to the Internal Investigation Unit coordinating and liaising where required with a team of internal investigators.
- Take preliminary protective measures in cases of serious criminal acts.
- Be responsible for the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct and national and international laws/treaties.
- Propose recommendations on disciplinary cases to the Head of Mission/Deputy Head of Mission.
- Be responsible for the production of reports relating to disciplinary issues, including but not limited to statistical analysis and assessments.
- Liaise with the Legal Advisors and other components of the Mission on related issues.
- Pro-actively review disciplinary regulations, propose amendments accordingly and draft new directives and SOPs if appropriate.
- Undertake any other related tasks as required by the Head of Mission/Deputy Head of Mission.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Law, or Police Science OR equivalent education in Police academy; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience
- Proven experience drafting internal instructions, SOPs or directives, regulations and assessments.

### 5. Desirable Qualifications and Experience

- Ability to perform under stress and in difficult circumstances.

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Operations Officer  | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. Number:</b><br>EK 30026<br>Confirmed Vacancies: 0<br>Pending Vacancies: 1                                       | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)      | <b>Availability:</b><br>May 2017                 |
| <b>Component/Department/Unit:</b><br>Office of the Chief of Staff / Chief of Staff Office / Inner Chief of Staff Office | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Operations Officer reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities

- To assist the Office of the Chief of Staff in its role as set out in the Mission's mandate and tasks as set out in the planning documents.
- To assist the Office of the Chief of Staff in tasking and taking appropriate action on all incoming requests and matters.
- To accompany the Chief of Staff to meetings and to take minutes.
- To manage and follow up on the Chief of Staff tasks.
- To assist the Office of the Chief of Staff in managing, prioritising, directing and coordinating the work of EULEX KOSOVO.
- To prepare draft reports, after action reviews and other documents for the Chief of Staff in consultation, as appropriate, with other relevant organisational units.
- To select and analyse information contained in internal and external correspondence and communications.
- To maintain contacts with other organisational units as required.
- To undertake any other related tasks as requested by the Chief of Staff.

### 3. Mission Specific Tasks and Responsibilities

- To act as best practice and lessons learned officer for the Mission.
- To review Mission reporting.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND
- After having fulfilled the educational requirements, a minimum of 4 years of relevant professional experience.
- Excellent drafting and reporting skills.
- Absolute discretion, reliability and trustworthiness.
- Ability to work to tight deadlines with minimal supervision.
- Good interpersonal and communication skills, both written and oral.

### 5. Desirable Qualifications and Experience

- Knowledge of Albanian and/or Serbian language.

- Ability to perform under stress and in difficult circumstances.



|  |  |   |
|--|--|---|
| <b>Position:</b><br>Joint Operations Officer /Police   | <b>Employment Regime:</b><br>Seconded                  |   |
| <b>Ref. Number:</b><br>EK 30036<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                          | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>ASAP                    |
| <b>Component/Department/Unit:</b><br>Office of the Chief of Staff/<br>EULEX KOSOVO Joint Operation<br>Room | <b>Security Clearance Level:</b><br>EU SECRET          | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

The Joint Operations Officer/Police reports to the Chief of Joint Operations Room, while coordinating closely with the Deputy Head of Executive Division (Head of Executive Police).

### 2. Main Tasks and Responsibilities

- 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 Joint Operations Officer/SSD - 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 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 maintain close daily cooperation with the Liaison/Coordination Officers in the Office of the Deputy Head of Executive Division (Head of Executive Police).
- To assist Joint Operation Officers/SSD as required.
- To undertake any other related task as requested by Chief of Joint Operations Room.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Law, Law Enforcement, Social Sciences, Public Administration or other related university studies OR equivalent and attested Police or/and Military education; AND

- After having fulfilled the educational requirements, a minimum of 7 years of relevant professional experience with at least 3 years of experience in management level.
- Senior Law Enforcement Officer/Command level.
- At least 1 year of experience as 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.

#### **5. Desirable Qualifications and Experience**

- 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 classified information.

|   |  |   |
|---|--|---|
| <b>Position:</b><br>Joint Operations Officer/SSD  | <b>Employment Regime:</b><br>Seconded                  |   |
| <b>Ref. Number:</b><br>EK 30037<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                       | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>May 2017                |
| <b>Division/Department/Unit:</b><br>Office of the Chief of Staff/ EULEX<br>KOSOVO Joint Operations Room | <b>Security Clearance Level:</b><br>EU SECRET          | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

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

### 2. 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 to coordinate all helicopter operations, including the necessary liaison with the relevant KFOR 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.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any field related to Security or Emergency Management OR equivalent and attested

Police or/and Military education OR successful completion of a full course in civilian security organisation with duration of 3 years or more; AND

- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional 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.

#### **5. Desirable Qualifications and Experience**

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Ability to perform under stress and in difficult circumstances.

|  |  |  |
|--|--|--|
| <b>Position:</b><br>Programme Manager  | <b>Employment Regime:</b><br>Seconded                              |  |
| <b>Ref. Number:</b><br>EK 30046<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0    | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)             | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Office of the Chief of Staff/<br>Planning Office | <b>Security Clearance Level:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Programme Manager reports to the Head of Planning Office.

### 2. Main Tasks and Responsibilities

- To assist Executive and Strengthening Divisions in writing Operational Objectives, tasks and impact indicators for the duration of the OPLAN.
- To assist Executive and Strengthening Divisions in writing MIP Actions that include a baseline, activities, expected results and outcome indicators that will be updated quarterly.
- To convert the most relevant MIP Actions into Compact Actions in an effort to create joint ownership of EULEX KOSOVO's MIP with the EU Office and national stakeholders.
- To monitor the quality of the monthly MIP reports uploaded in the Information System and provide feedback to Executive and Strengthening Divisions.
- To provide regular feedback to senior management on the implementation of the MIP Actions.
- To evaluate the MIP Actions for the MIP annex of the six-monthly report with an emphasis on trends, evaluation of developments, lessons learned, and best practices.
- To assist in the coordination with the EU Office in Kosovo and other relevant stakeholders mainly on the MIP, COMPACT, and small scale projects to avoid duplication of efforts and maximise synergies.
- To undertake any other related tasks as required by the Head of the Planning Office.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Project Management, Public Administration or other related university studies; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience.
- Excellent analytical and drafting capability and profound knowledge of information collection and analytical methods.
- Proven operational planning/project management experience, in a national or international context.
- Excellent report drafting skills.
- Professional experience in monitoring and evaluation.
- Good interpersonal and communication skills, both written and oral.

## **5. Desirable Qualifications and Experience**

- Project management training, such as APM, PPM, PRINCE2, or equivalent.
- Substantial knowledge of the Stabilisation and Association Process, IPA Projects, and EU integration processes in Kosovo.
- Experience in liaison with police, the judiciary, prosecution and customs authorities.
- Understanding of rule of law procedures and institutional building.

|  |  |  |
|--|--|--|
| <b>Position:</b><br>Political Advisor/Reporting Officer  | <b>Employment Regime:</b><br>Seconded                                |  |
| <b>Ref. Number:</b><br>EK 30051<br>Confirmed vacancies: 0<br>Pending vacancies: 1                | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)               | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Office of the Chief of Staff/<br>Political/Reporting Office | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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/adaptation 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 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 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/Reporting Office.

### **3. Mission Specific Tasks and Responsibilities**

None

### **4. Essential Qualifications and Experience**

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification 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. at Bachelor's level. The qualification should be in the field of Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience.
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol.
- Excellent editing and report writing skills.
- Excellent understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- 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.

### **5. Desirable Qualifications and Experience**

- Knowledge of Albanian and/or Serbian language.



|   |   |  |
|---|---|--|
| <b>Position:</b><br>Human Rights Officer  | <b>Employment Regime:</b><br>Seconded                           |  |
| <b>Ref. Number:</b><br>EK 30060<br>Confirmed vacancies: 1<br>Pending vacancies: 0                                     | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)          | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Office of the Chief of Staff/Chief of Staff Office/Human Rights and Legal Office | <b>Security Clearance Level:</b><br>EU RESTRICTED or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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), in particular in the field of accountability and human rights standards.
- To support the Head of Office in acting as focal point for all human rights matters relating to the Mission.
- To prepare legal advice and assistance on human rights questions related to of Mission policies and operations.
- To prepare submissions and internal communications in relation to the Missions obligations to the Human Rights Review Panel.
- To support, on behalf of the Head of the Human Rights and Legal Office, Heads of Division in translating the benchmarks and objectives of the applicable legal framework into their work, in particular in the field of accountability and human rights.
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to international human rights law and human rights issues.
- To advise the Head of Office and Heads of Division, as appropriate, on the applicable law and the international human rights instruments and principles.
- To establish professional working relationship with Kosovo Government, NGOs, civil society, relevant local and international authorities and organisations dealing with human rights.
- To propose assistance, where necessary, to Kosovo institutions for proper implementation of international and national documents in the area of human rights.
- To analyse the human rights situation (legal and institutional) in Kosovo and identify possible areas of 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 internal and external stakeholders.
- To undertake any other related tasks as requested by the Head of Human Rights and Legal Office.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification 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. at Bachelor's level. The qualification should be in the field of Law; AND

- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience.
- Professional experience in qualified legal work and in human rights.
- 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.
- Experience in legal research and analysis paired with excellent legal drafting skills.
- Experience in working with the judiciary and/or law enforcement agencies from a human rights perspective.
- Experience in case work/processing and complaints handling.
- Excellent written and spoken English.

#### **5. Desirable Qualifications and Experience**

- Completion of Masters, PhD or other post-degree studies in human rights and/or European Union Law issues.
- Ability to perform under stress and in difficult circumstances.
- Good interpersonal and team-working skills.
- Knowledge of Albanian and/or Serbian language.

|  |   |  |
|--|---|--|
| <b>Position Name:</b><br>Special Assistant to the Head of Executive Division                     | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. Number:</b><br>EK 30071<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)      | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Executive Division/ Office of the Head of Executive Division | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Special Assistant to the Head of Executive Division reports to the Head of Executive Division.

### 2. Main Tasks and Responsibilities

- To assist the Head of Division in operationalizing 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 tasks.
- To assist the Head of Division in his/her functions by ensuring a smooth running of the Department, including by following up on tasks independently and assist in the coordination of tasks, especially those involving the cooperation between various units.
- To this end, to maintain contacts with the different organisational units under the Head of Division as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information.
- To coordinate, as appropriate, with external stakeholders at the appropriate level.
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system.
- To draft documents on behalf of the Head of Division.
- To ensure the proper handling of documentation and files within the office of the Head of Division, including the handling of EUCL.
- To assist the Head of Division with aspects of Mission visibility, e.g. preparing presentations and materials.
- To accompany the Head of Division as required to meetings and events and make necessary preparations as well as minutes taking at meetings and conferences, prepare draft reports and documents for the Division.
- To assist the Head of Division in ensuring 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 Head of Division.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences, Business or Public Administration, or other related university studies; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.
- Extensive experience as a personal assistant to a higher level position.

**5. Desirable Qualifications and Experience**

- Very good interpersonal and communication skills, both written and oral.
- Ability to perform under stress and in difficult circumstances.
- Very good knowledge and/or experience in strategic management and/or public administration.

|   |   |  |
|---|---|--|
| <b>Position Name:</b><br>Prosecutor   | <b>Employment Regime:</b><br>Seconded                           |  |
| <b>Ref. Number:</b><br>EK 30077<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)          | <b>Availability:</b><br>1 ASAP,                  |
| <b>Component/Department/Unit:</b><br>Executive Division/ Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/Basic Prosecution Office Mitrovica | <b>Security Clearance Level:</b><br>EU RESTRICTED or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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).

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification equivalent to level 7 in the European Qualifications Framework OR a qualification of the secondChoose an item. cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in the field of Law; AND
- After having fulfilled the educational requirements, a minimum of 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.

### 5. Desirable Qualifications and Experience

- Ability to perform under stress and in difficult circumstances.

|  |   |  |
|--|---|--|
| <b>Position:</b><br>Legal Officer  | <b>Employment Regime:</b><br>Seconded                           |  |
| <b>Ref. Number:</b><br>EK 30078<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0  | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)          | <b>Availability:</b><br>Apr 2017                 |
| <b>Component/Department/Unit:</b><br>Executive Division/<br>Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/<br>Basic Prosecution Office Mitrovica | <b>Security Clearance Level:</b><br>EU RESTRICTED or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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 maximise 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).

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Law; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience.
- At least 3 years of professional experience in the field of criminal law.

## **5. Desirable Qualifications and Experience**

- To have successfully passed the Bar Exam.
- Very good interpersonal and communication skills, both written and oral.
- Ability to perform under stress and in difficult circumstances.

|  |   |  |
|--|---|--|
| <b>Position:</b><br>Judge in the Special Chamber of the Supreme Court (privatisation matters)              | <b>Employment Regime:</b><br>Seconded                           |  |
| <b>Ref. Number:</b><br>EK 30094<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                          | <b>Location:</b><br>Western Balkans Region (Kosovo)             | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Executive Division/ EULEX Judges/ Special Chamber of the Supreme Court | <b>Security Clearance Level:</b><br>EU RESTRICTED or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Judge in the Special Chamber of the Supreme Court (privatisation matters) reports to the President of EULEX KOSOVO Judges.

### 2. 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 Special Chamber of the Supreme Court related matters;
- To sit - primarily in mixed panels together with Kosovar judges - in cases which fall under the competency of one of the specialised first-instance panels: (i) privatisation related claims, (ii) employee list claims, (iii) general ownership and creditor claims, (iv) liquidation-related claims, (v) reorganisation of enterprise claims; or the Appellate Panel of the Special Chamber of the Supreme Court (privatisation matters);
- 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 undertake any other related tasks as requested by the President of EULEX KOSOVO Judges.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- At least 5 years of experience as full-time judge in criminal/civil trials.
- Good knowledge of commercial, labour, insolvency or property Law.



### **5. Desirable Qualifications and Experience**

- Experience as a judge in the administration and resolution of mass claims processes and/or property restitution;
- Ability to perform under stress and in difficult circumstances.

|  |  |  |
|--|--|--|
| <b>Position:</b><br>Legal Officer at the Supreme Court/<br>Appellate Court                                       | <b>Employment Regime:</b><br>Seconded                                  |  |
| <b>Ref. Number:</b><br>EK 30097<br>Confirmed Vacancies: 2<br>Pending Vacancies: 0                                | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)                 | <b>Availability:</b><br>1 Apr 2017<br>1 May 2017     |
| <b>Component/Department/Unit:</b><br>Executive Division/ EULEX<br>KOSOVO Judges/Supreme<br>Court/Appellate Court | <b>Security Clearance<br/>Level:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Law; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- At least 4 years of professional experience in criminal or civil law.

- Experience in drafting decisions in criminal or civil proceedings.

#### **5. Desirable Qualifications and Experience**

- 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:</b><br>Criminal Judge at Mitrovica Basic Court level                                   | <b>Employment Regime:</b><br>Seconded                           |  |
| <b>Ref. Number:</b><br>EK 30098<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                   | <b>Location:</b><br>Western Balkans Region (Kosovo)             | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Executive Division/ EULEX KOSOVO Judges/ Mitrovica Basic Court | <b>Security Clearance Level:</b><br>EU RESTRICTED or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in the field of Law; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- After having fulfilled the educational requirements, a minimum of 5 years of experience as full-time judge in criminal/civil trials.
- Staff member is expected to live in the north.
- Ability to perform under stress and in difficult circumstances.
- International experience, particularly in crisis areas with multi-national and international organisations.

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Liaison/Coordination Officer  | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. Number:</b><br>EK 30112<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)      | <b>Availability:</b><br>ASAP                         |
| <b>Division/Department/Unit:</b><br>Executive Division/ Executive<br>Police/ Office of the Deputy Head of<br>Executive Division (Head of<br>Executive Police) | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third<br/>States:</b><br>Yes |

### 1. Reporting Line

The Liaison/Coordination Officer reports to the Deputy Head of Executive Division (Head of Executive Police)

### 2. Main tasks and responsibilities

- To support the Deputy Head of Executive Division (Head of Executive Police) within his/her field of responsibility – in implementing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate.
- To collect, disseminate and file information as required.
- To coordinate reporting and planning tasks and correspondence in the Executive Division (Police) including a quality control.
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports.
- To maintain an accurate system for recording all reports of the Office of the Deputy Head of Executive Division (Head of Executive Police).
- To support the Deputy Head of Executive Division (Head of Executive Police) in ensuring, at an operational level, coordination with all actors, both internally, locally, national and international.
- To liaise with other stakeholders internally and externally as requested by Deputy Head of Executive Division (Head of Executive Police).
- To undertake any other tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

A level of secondary education attested by a diploma and either relevant specialised training or relevant professional experience of at least 5 years counted from the date of award of a secondary education diploma; AND full-time police experience, preferably serving within a Police Command and Control Centre involving intelligence and pro-active policing operations.

### 5. Desirable Qualifications and Experience

- Ability to perform under stress and in difficult circumstances.
- Experience in criminal investigation and proven liaison skills.
- Military background.

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Special Assistant to Deputy Head of Executive Division (Head of Executive Police)   | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. Number:</b><br>EK 30113<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region (Kosovo)         | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Executive Division/Executive Police/Office of the Deputy Head of Executive Division (Head of Executive Police) | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To assist the Deputy Head of Head of Executive Division (Head of Executive Police) in operationalizing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate.
- To assist the Deputy Head of Head of Executive Division (Head of Executive Police) in his/her functions by ensuring a smooth running of the organisational units, including by following up on tasking independently and assist in the coordination of tasks, especially those involving the cooperation between various units.
- To maintain contacts with the different organisational units under the Head of Executive Division (Head of Executive Police) as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information.
- To coordinate, as appropriate, with external stakeholders at the appropriate level.
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system.
- To draft documents on behalf of the Head of Executive Division (Head of Executive Police).
- To ensure the proper handling of documentation and files within the office of the Head of Department, including the handling of EUCI.
- To assist the Head of Executive Division (Head of Executive Police) with aspects of Mission visibility, e.g. preparing presentations and materials.
- To accompany the Head of Executive Division (Head of Executive Police) as required to meetings and events and make necessary preparations as well as minutes taking at meetings and conferences. prepare draft reports and documents for the office.
- To assist the Head of Executive Division (Head of Executive Police) in ensuring 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 (Head of Executive Police).

### 3. Mission Specific Tasks and Responsibilities

*None*

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Police Sciences, Social Sciences, Law or Business Administration.
- Senior Law Enforcement Officer OR police, customs or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant and proven full-time professional experience.
- Senior Law Enforcement Officer.
- At least 5 years in a related position within Police and desirably with upper/middle management level experience.
- Experience in different fields of policing.

#### **5. Desirable Qualifications and Experience**

- Very good interpersonal and communication skills, both written and oral.
- Ability to perform under stress and in difficult circumstances.
- Creative mind set and good negotiation, mediation and problem solving skills.

|  |  |   |
|--|--|---|
| <b>Position:</b><br>Informant Handler  | <b>Employment Regime:</b><br>Seconded                  |   |
| <b>Ref. Number:</b><br>EK 30121<br>Confirmed Vacancies: 0<br>Pending Vacancies: 1  | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>Mar 2017                |
| <b>Component/Department/Unit:</b><br>Executive Division/ Executive<br>Criminal Investigations Department/<br>EU Office for Criminal Intelligence | <b>Security Clearance Level:</b><br>EU SECRET          | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

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

### 2. 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 Chief of EUOCI.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- A level of secondary education attested by a diploma and either relevant specialised training or relevant professional experience of 8 years counted from the date of award of a secondary education diploma; AND
- A minimum of 8 years of relevant and full-time professional police experience or experience in a similar/relevant field.
- Extensive and progressive professional experience in intelligence and criminal investigation fields.
- Extensive experience in the field of informant handling.

### 5. Desirable Qualifications and Experience

- Ability to perform under stress and in difficult circumstances.
- Authorised to carry and issued a personal weapon.



|   |   |   |
|---|---|---|
| <b>Position:</b><br>EU Office for Criminal Intelligence Analyst   | <b>Employment Regime:</b><br>Seconded               |   |
| <b>Ref. Number:</b><br>EK 30123<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region (Kosovo) | <b>Availability:</b><br>ASAP                    |
| <b>Division/Department/Unit:</b><br>Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence/Analytical and Technical Office | <b>Security Clearance Level:</b><br>EU SECRET       | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

The EU Office for Criminal Intelligence Analyst reports to the Chief of EU Office for Criminal Intelligence (EUOCI).

### 2. 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 collate, analyse and develop intelligence from a variety of sources relating to organised criminal groups impacting Kosovo.
- To establish links between criminals and their activities, identify organised criminal networks, their modus operandi as well as weaknesses that can be exploited by law enforcement.
- To conduct telephone and financial data analysis as necessary.
- To maintain an overview of individual operations and give direction for on-going intelligence collection through the development of Intelligence Collection Plans and the tasking of Intelligence Officers.
- To present results of analysis in the most appropriate format giving recommendations for action – in particular through the production of target packages for dissemination to operational law enforcement teams.
- To produce as necessary, strategic assessments intended to give an overview of organised criminality within Kosovo and to inform policy level decision-making processes.
- To assist in the development of best practices for the handling and use of intelligence both within the office and with 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 of EUOCI.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the following fields of expertise: Law Intelligence, Criminology, Social Sciences, Mathematics or other related university studies OR equivalent and attested Police or/and Military education; AND

- After having fulfilled the educational requirements, a minimum of 8 years of relevant professional experience in International Police Cooperation.
- Extensive and progressive professional experience in intelligence issues and/or complex data.
- 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).
- Comprehensive knowledge of analytical techniques.
- Sound understanding of intelligence processes, both tactical and strategic.

#### **5. Desirable Qualifications and Experience**

- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo.
- 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.
- Knowledge of Albanian and/or Serbian language.
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.
- Experience in criminal intelligence.

|   |  |   |
|---|--|---|
| <b>Position:</b><br>EU Office for Criminal Intelligence<br>IT Administrator   | <b>Employment Regime:</b><br>Seconded                  |   |
| <b>Ref. Number:</b><br>EK 30126<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>Mar 2017                    |
| <b>Division/Department/Unit:</b><br>Executive Division/ Executive<br>Criminal Investigations Department/<br>EU Office for Criminal<br>Intelligence/Analytical and<br>Technical Office | <b>Security Clearance<br/>Level:</b><br>EU SECRET      | <b>Open to Contributing Third<br/>States:</b><br>No |

### 1. Reporting Line

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

### 2. 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 Chief of EUOCI.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of IT OR equivalent Police/Military Academy education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Extensive and progressive professional experience in management of servers (including SQL), TCP/IP protocols.
- Knowledge of and experience with IT Security Systems.

## **5. Desirable Qualifications and Experience**

- 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:</b><br>Operations Officer of International Police Cooperation Unit  | <b>Employment Regime:</b><br>Seconded                             |  |
| <b>Ref. Number:</b><br>EK 30131<br>Confirmed Vacancies: 0<br>Pending Vacancies: 1  | <b>Location:</b><br>Western Balkans Region (Kosovo)               | <b>Availability:</b><br>May 2017                 |
| <b>Component/Department/Unit:</b><br>Executive Division/Executive Criminal Investigations Department/International Police Cooperation Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. 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.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Law, Political, Social Sciences, Public Administration or other related fields OR equivalent Police/Military Academy education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant and proven full-time professional experience in International Police Cooperation.
- 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.

#### **5. Desirable Qualifications and Experience**

- 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:</b><br>Organised Crime Investigation Officer   | <b>Employment Regime:</b><br>Seconded                             |   |
| <b>Ref. Number:</b><br>EK 30137<br>Confirmed Vacancies: 6<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)            | <b>Availability:</b><br>4 ASAP,<br>1 Apr 2017<br>1 May 2017 |
| <b>Component/Department/Unit:</b><br>Executive Division/ Executive Criminal Investigations Department/ Organised Crime Investigation Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes            |

### 1. Reporting Line

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

### 2. 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 OCIU.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the following fields of expertise: Law Enforcement, Law, Police Science or other related fields OR equivalent and attested Police or/and Military education; AND
- After having fulfilled the educational requirements, a minimum of 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.

### 5. Desirable Qualifications and Experience

- 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:</b><br>War Crimes Investigator   | <b>Employment Regime:</b><br>Seconded                                |  |
| <b>Ref. Number:</b><br>EK 30138<br>Confirmed Vacancies: 2<br>Pending Vacancies: 1   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)               | <b>Availability:</b><br>2 ASAP,<br>1 Apr 2017    |
| <b>Component/Department/Unit:</b><br>Executive Division/Executive<br>Criminal Investigations Department/<br>War Crimes Investigation Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The War Crimes Investigator will report to the Chief of War Crimes Investigation Unit (WCIU).

### 2. 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.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the following fields of expertise: Law Enforcement, Law, Police Science or other related fields OR equivalent and attested Police or/and Military education; AND
- After having fulfilled the educational requirements, a minimum of 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.

### 5. Desirable Qualifications and Experience

- 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:</b><br>Head of Strengthening Division                                | <b>Employment Regime:</b><br>Seconded                       |  |
| <b>Ref. number:</b><br>EK 30170<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)      | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Strengthening Division                       | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

**1. Reporting Line:** The Head of Strengthening Division reports to the Head of Mission (HoM).

## **2. Main Tasks and Responsibilities**

- To guide the Division's work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts and organisations through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures. To report on a regular basis to the Head of Mission on the achievements and challenges deriving from the MMA initiatives, together with transition developments.
- To lead, direct and manage the work and staff of the Strengthening Division.
- To input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements.
- To ensure timely internal reporting from the operational perspective against benchmarking.
- To contribute to the Mission's external reporting against benchmarking.
- To ensure the consistency and sustainability of Mission's operational activities over time.
- To work in close cooperation with the other Mission's components.
- To ensure that Mission staff members working under the Head of Strengthening Division's responsibility receive proper induction training.
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed.
- To ensure that Mission staff members working under the Head of Operations responsibility identify and report lessons and best practices within their respective fields of responsibility.
- To ensure that Mission staff members working under the Head of Operation' responsibility are periodically updated on Mission's mandate implementation progress.
- To undertake any other related tasks as requested by the HoM.

## **3. Mission Specific Tasks and Responsibilities**

- To manage and coordinate, the mission's Monitoring, Mentoring and Advising (MMA) mandate through the Deputy Head of Strengthening Division, Heads of Units and lead advisors within the division, including the regional presence in the northern municipalities, thematic advisors and mobile units.
- To ensure close cooperation with Kosovo Rule of Law Institutions, EUSR office and EU Office, together with other relevant Donor groups at the appropriate level.
- To work in close cooperation with the Head of the Executive Division and the Chief of Staff to ensure efficient and effective use of resources in delivering the aspirations within the OPLAN, particularly in terms of cross cutting issues.
- To ensure the mainstreaming of the cross cutting elements of Anti-Corruption, Human Rights, Gender and Minority aspects into the Division's activities.

- 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).

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences, Law Enforcement, Business Administration or other relevant field; AND
- After having fulfilled the educational requirements, a minimum of 12 years of relevant professional experience, of which at least 7 should be at management level.
- Demonstrable experience in implementation of reform programmes.
- Proven ability to establish/review priorities, to plan and to exercise control.
- Proven ability to engage with senior officials/ governmental level decision makers.
- Experience in Security Sector/RoL Reform in a national or host state context.

#### **5. Desirable Qualifications and Experience**

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL.
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Completion of related ESDC course(s)

|  |  |  |
|--|--|--|
| <b>Position Name:</b><br>DCAM / DMF Advisor  | <b>Employment Regime:</b><br>Seconded                                      |  |
| <b>Ref. Number:</b><br>EK 30178<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)                     | <b>Availability:</b><br>Feb 2017                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory<br>Unit on Internal Matters | <b>Level of Security<br/>Clearance</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third<br/>States:</b><br>Yes |

### 1. Reporting Line

The DCAM /DMF Advisor reports to the Chief of Advisory Unit on Internal Matters.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities

- To monitor, mentor and Advise the Director of the Department on Citizenship, Asylum and Migration (DCAM), the Director of the Directorate for Migration and Foreigners (DMF) and all relevant departments of the Kosovo Ministry of Internal Affairs (MoIA) and other institutions in establishing the rule of law and in implementing the commitments deriving from the visa liberalization process and the stabilisation and association agreement, in the field of migration.
- To be the key interlocutor with the Director of DCAM, the Director of the Directorate for DMF and all relevant departments of the MoIA.
- To assist the MoIA in the elaboration and the implementation of different strategies (Strategy and Action Plan on Migration, Strategy on Reintegration of the Readmitted Persons, Strategy on Fight Against the Trafficking of Human Being).
- To assist the implementation of the National IBM Strategy and Action Plan (2013-2018).
- To support the establishment of European best practices in migration management, including irregular migration control, labour and facilitated migration, counter trafficking.
- To advise MoIA on visas and issues relating to foreigners in their cooperation with KBP and MFA.
- To support the local authorities in the establishment of the visa regime and the implementation of the legislation related to these issues.

- To take part and assist in working group for IPA project in the field of migration.
- To assist the Ministry of Internal Affairs (MoIA) in developing and implementing a methodology and plan for inland detections in order to improve the Kosovo authorities' capacity to prevent, detect and investigate trafficking in human beings and the facilitation of irregular migration.
- To assist the adoption of the measures defining the liability of carriers, including financial penalties, to return third-country nationals who do not meet the conditions of entry to Kosovo.
- To contribute to coordination at operational level with other organisational units, in particular the the Advisory Unit on Police and Border Matters (AUPBM).
- To undertake any other related task as requested by the Chief of Advisory Unit on Internal Matters.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts
- At least 5 years of professional experience in a public administration or other relevant institution, dealing with migration issues.
- Knowledge and proven experience in the visa liberalisation process with the Western Balkans.
- Experience in liaising with governmental authorities as well as with national and international institutions.

#### **5. Desirable Qualifications and Experience**

- Personal commitment, efficiency and drive for results, and problem solving skills.
- Ability to perform under stress and in difficult circumstances.
- Strong interpersonal and organizational skills, strategic and creative thinking.
- Knowledge of Albanian and/or Serbian language.
- Experience in project management

|   |  |  |
|---|--|--|
| <b>Position:</b><br>Mobile Advisor  | <b>Employment Regime:</b><br>Seconded                              |  |
| <b>Ref. number:</b> EK 30187<br>Confirmed Vacancies: 3<br>Pending Vacancies: 0                  | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)             | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Strengthening Division/Advisory<br>Unit on Justice Matters | <b>Security Clearance Level:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Mobile Advisor reports to the Chief of Advisory Unit on Justice Matters.

### 2. Main Tasks and Responsibilities

- To act as the Mission focal point for Rule of Law/Justice matters.
- In close coordination with the Mission's Executive Division, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan.
- To monitor and analyse the RoL/Justice situation in the host State.
- To liaise with and advise the host state justice authorities and relevant security sector reform actors.
- To develop and organise integrated workshops to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system.
- To liaise with other international actors as required.
- To ensure timely reporting and information flow on RoL/justice issues.
- To contribute to identify and report on lessons and best practices within the field of RoL/justice.
- To perform any other task as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To monitor selected cases processed by the criminal justice system in accordance with a plan elaborated by the Mission
- As required to advise and mentor local counterparts in the administration of criminal justice in a structured manner and in line with the Mission's planning documents.
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts.
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, minority groups, human rights and gender issues, etc..
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- At least 3 years of experience in advanced monitoring of judiciary, including trial monitoring.
- Experience gained by additionally obtaining an advanced (Master's) degree in Law will be counted towards the minimum relevant work experience.

- Practical understanding of legal reform process including the development of legal policy and legislation.
- Experience in/ sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process.

#### **5. Desirable Qualifications and Experience**

- Experience as a practising lawyer.
- Experience in criminal justice reform either domestically or internationally.
- LLM in human rights and/or criminal law.
- Knowledge of Albanian and/or Serbian language.



|   |  |  |
|---|--|--|
| <b>Position Name:</b><br>Correctional Mobile Monitor                              | <b>Employment Regime:</b><br>Seconded                              |  |
| <b>Ref. Number:</b><br>EK 30207<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)             | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/<br>Correctional Unit  | <b>Security Clearance Level:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Correctional Mobile Monitor reports to the Chief Correctional Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.

### 3. Mission Specific 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) Kosovo Correctional Services (KCS) as part of a Mobile Team covering all of Kosovo.
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts.
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, accountability, human rights and gender issues, etc.
- To advise and mentor local counterparts, as required, in a structured manner in line with the Mission's planning documents, in particular, to advise KCS management in matters regarding internal/external security, daily operations and management, to advise on the treatment of prisoners to comply with European Best Practices and Human Rights standards etc.
- To undertake any other related task as requested by the Chief Correctional Unit.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any

of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience in Correctional Services.
- Ability to mentor and motivate local counterparts

**5. Desirable Qualifications and Experience**

- Ability to perform under stress and in difficult circumstances.
- Knowledge of Albanian and/or Serbian language.
- Experience in project management

|  |  |  |
|--|--|--|
| <b>Position Name:</b><br>Advisor to KP Director Borders  | <b>Employment Regime:</b><br>Seconded                                      |  |
| <b>Ref. Number:</b><br>EK 30218<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0  | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)                     | <b>Availability:</b><br>ASAP                         |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory<br>Unit Police and Border Matters /<br>Kosovo Police – Central Advisors | <b>Level of Security<br/>Clearance</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third<br/>States:</b><br>Yes |

### 1. Reporting Line:

The Advisor to KP Director Borders reports to the Advisor to the Deputy Director General Operations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities

- To support the development of the Director and the management team of Kosovo Border Police in the field of CSSR through mentoring, monitoring and advising.
- To be the key interlocutor with the Director of Kosovo Border Police.
- To support the Advisor to the Deputy Director General Operations at the operational level in the normalization process between Belgrade and Pristina regarding MUP and KBP liaison, with particular focus on crossing points and the ABL.
- To undertake any other related task as requested by the Head of Mission.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.

- Extensive knowledge of Border and immigration issues, including experience in a senior management position within a European Union Police Administration.
- A proven track record in relevant areas of Police including operational experience in International Border Management and Monitoring Mission, as well as law enforcement.

#### **5. Desirable Qualifications and Experience**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Ability to perform under stress and in difficult circumstances.
- Knowledge of Albanian and/or Serbian language.
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo.
- Driving license of category C.

|  |   |  |
|--|---|--|
| <b>Position:</b><br>Community Policing Advisor to Kosovo Police  | <b>Employment Regime:</b><br>Seconded                             |  |
| <b>Ref. Number:</b><br>EK 30220<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0  | <b>Location:</b><br>Western Balkans Region (Kosovo)               | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory Unit Police and Border Matters/Kosovo Police – Central Advisors | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line:

The Community Policing Advisor to Kosovo Police reports to the Advisor to the Department for Investigations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.

### 3. Mission Specific 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) at central and regional levels throughout Kosovo.
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to the area of Intelligence Lead Policing.
- To provide technical, tactical and constructive advice to support, to mentor and monitor Kosovo Police leadership at the central and regional levels, in relation to initiating pro-active and re-active approach in the field of implementation of Intelligence Lead Policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities.
- To coordinate closely with other relevant organisational units and in particular with the Advisor to the Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Leader.

- To develop strategies to support the capacity and capability of Kosovo Police in enhancing their Community Policing function including problem solving policing, community engagement and interaction, with a particular focus on the prevention, identification, reduction and prosecution of ethnically motivated crimes and incidents. This should also include the development of community impact assessments.
- To provide bids to the Tasking and Coordinating function of the Unit for the use of resources to tackle prioritised thematic activity.
- To identify opportunities for intervention activities relating to workshops and seminars by means of Small Scale Projects activity

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.
- At least 2 years of experience as a supervisor/manager of a unit or a team within the required field of specialisation.
- Very good personal and communications skills, both written and oral.
- Driving license of category C.
- Trained, authorised and equipped with fire arm for deployment in the north of Kosovo.

#### **5. Desirable Qualifications and Experience**

- Knowledge of project management theories and practises.
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Ability to perform under stress and in difficult circumstances.
- Knowledge of Albanian and/or Serbian language.

|  |   |  |
|--|---|--|
| <b>Position Name:</b><br>Intelligence Lead Policing Advisor to Kosovo Police   | <b>Employment Regime:</b><br>Seconded                               |  |
| <b>Ref. Number:</b><br>EK 30221<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0  | <b>Location:</b><br>Western Balkans Region (Kosovo)                 | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory Unit Police and Border Matters/Kosovo Police – Central Advisors | <b>Level of Security Clearance</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Adviser reports to the Head of Unit/Senior Adviser.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.

### 3. Mission Specific 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) at central and regional levels throughout Kosovo.
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to the area of Intelligence Lead Policing.
- To provide technical, tactical and constructive advice to support, to mentor and monitor Kosovo Police leadership at the central and regional levels, in relation to initiating pro-active and re-active approach in the field of implementation of Intelligence Lead Policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities.
- To coordinate closely with other relevant organisational units and in particular with the Advisor to the Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Leader.
- Develop strategies to support the capacity and capability of Kosovo Police officers in tackling serious and organised crime through the development of Intelligence Lead investigations.
- To provide bids to the Tasking and Coordinating function of the Unit for the use of resources to tackle prioritised thematic activity.
- To identify opportunities for intervention activities relating to workshops and seminars by means of Small Scale Projects activity.

- To undertake any other related task as requested by the Head of Mission.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, a minimum of 4 years of relevant professional experience within the area of police operations relating to National Intelligence Model function and Intelligence Lead Policing process (specific knowledge and expertise relating to the systems, processes and products of Intelligence Lead Policing).
- Ability to mentor and motivate local counterparts.
- Driving license of category C.
- Trained, authorised and equipped with fire arm for deployment in the north of Kosovo.

#### **5. Desirable Qualifications and Experience**

- Knowledge of project management theories and practises.
- Ability to perform under stress and in difficult circumstances.
- Knowledge relating to relevance software applications utilised within the function of Intelligence Lead Policing, together with an understanding of standardised analytical products.
- Knowledge of Albanian and/or Serbian language.
- Experience in project management.



|   |   |  |
|---|---|--|
| <b>Position Name:</b><br>Gender Based Violence Advisor to Kosovo Police   | <b>Employment Regime:</b><br>Seconded                               |  |
| <b>Ref. Number:</b><br>EK 30223<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region (Kosovo)                 | <b>Availability:</b><br>ASAP                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/<br>Advisory Unit Police and Border Matters/Kosovo Police – Central Advisors | <b>Level of Security Clearance</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line:

The Gender Based Violence Advisor to Kosovo Police reports to the Advisor to the Department for Investigations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.

### 3. Mission Specific 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) at central and regional levels throughout Kosovo.
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to the area of Gender Based Violence throughout the criminal justice process with a specific focus on vulnerable victims requirements.
- To provide technical, tactical and constructive advice to support, to mentor and monitor Kosovo Police leadership at the central and regional levels, in relation to initiating pro-active and re-active approach in the field of Gender Based Violence within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities.

- To coordinate closely with other relevant organisational units and in particular with the Advisor to the Department of Operations, the Chief Regional Advisor North and the Multifaceted Team Leader.
- Develop strategies to support the capacity and capability of Kosovo Police officers in tackling serious and organised crime through the development of victim orientated investigations.
- To provide bids to the tasking and coordinating function of the Unit for the use of resources to tackle prioritised thematic activity.
- To identify opportunities for intervention activities relating to workshops and seminars by means of Small Scale Projects activity.
- To undertake any other related task as requested by the Head of Mission.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, a minimum of 3 years of relevant professional experience dealing with Gender Based Violence (especially victims of sexual violence and other crimes requiring specialised victim orientated training).
- Ability to mentor and motivate local counterparts
- Driving license of category C.
- Trained, authorised and equipped with fire arm for deployment in the north of Kosovo.

#### **5. Desirable Qualifications and Experience**

- Knowledge of project management theories and practises.
- Ability to perform under stress and in difficult circumstances.
- Knowledge of Albanian and/or Serbian language.
- Experience in project management

|   |   |  |
|---|---|--|
| <b>Position Name:</b><br>Chief Regional Advisor North   | <b>Employment Regime:</b><br>Seconded                                       |  |
| <b>Ref. Number:</b><br>EK 30228<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0   | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)                      | <b>Availability:</b><br>Mar 2017                     |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory<br>Unit Police and Border Matters / KP<br>North Regional Directorate | <b>Level of Security<br/>Clearance:</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third<br/>States:</b><br>Yes |

### 1. Reporting Line

The Chief Regional Advisor North reports to the Advisor to Deputy Director General Operations

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities

- To deliver the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Regional Commanders and their Regional Teams in Mitrovica.
- To direct and supervise the work of the Regional 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 Advisor to Deputy Director General Operations
- To contribute to the implementation of the Mission's policies by assertive MMA in the field of serious organised crime, potential political interference and corruption, human rights and gender, etc.
- To provide technical, tactical and constructive advice in mentoring and monitoring the KP 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 undertake any other related task as requested by the Head of Mission.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should

be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND

- After having fulfilled the educational requirements, a minimum of 8 years of relevant professional experience, out of which at least 3 at a management level.
- Proven ability to mentor and motivate local counterparts
- Extensive knowledge of border management protocols/customs/prosecution
- Driving license of category C.
- Staff member is expected, subject to national caveat to live in the north.
- Authorised to carry and issued a personal weapon.
- Senior Law Enforcement Officer.
- Strong knowledge and understanding of Intelligence Lead Policing.
- At least 5 years of experience at senior management level in command of a district or specialist department (indicative management supervising 80 staff members).
- Knowledge of and experience in project management.
- Ability to perform under stress and in difficult circumstances.

#### **5. Desirable Qualifications and Experience**

- Experience in project management

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Internal Auditor  | <b>Employment Regime:</b><br>Seconded/Contracted            | <b>Post Category:</b><br>Mission Support - Management Level (MSML) |
| <b>Ref. number:</b><br>EK 30019<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region (Kosovo)         | <b>Availability:</b><br>ASAP                                       |
| <b>Component/Department/Unit:</b><br>Head of Mission Office/<br>Audit Unit        | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes                   |

### 1. Reporting Line

The Internal Auditor reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities

- To lead a small Audit Team in charge of planning and conducting financial, systems and performance audit controls.
- To develop a risk-based audit programme for validation by the Mission's management.
- To plan appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources.
- To operate in accordance with relevant provisions, and with internationally established professional internal auditing standards.
- To prepare high quality and operational audit reports presenting the findings and recommendations.
- To obtain feedback from auditees on the conduct of the audit.
- To recommend corrective actions to the Mission's management as appropriate, and to follow up and review corrective actions taken by management.
- To provide advice and guidance to the Head of Mission and the Head of Mission Support Department in order to improve compliance with internal control standards.
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies.
- To ascertain the nature of a process, identify key control points and evaluates their efficiency and effectiveness.
- To identify and map risks.
- To design and establish risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards.
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures.
- To examine whether resources are used efficiently and economically and achieving effective results.
- To examine the reliability and integrity of information systems.
- To undertake any other related tasks as requested by the Head of Mission.

### 3. Mission Specific Tasks and Responsibilities

- To establish a risk-based ex post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines.
- To assure effective management of the audit activities;

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Economics, Audit, Finance, or Accounting, or other relevant subject; AND
- At least 5 years of relevant professional experience in Audit, Finance and/or Accounting.
- Proven ability to produce high-quality audit reports including recommendations
- Good knowledge of EC Financial Regulation and audit practices.
- Knowledge and experience working with computerised financial systems in the area of accounting or financial management and with Audit management software.

#### **5. Desirable Qualifications and Experience**

- Experience in setting up an internal audit capability in a big and complex organisation.
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent is Desirable.
- Good knowledge and/or experience in strategic management and/or public administration.
- Very good sense of organisation, priority-setting and ability to react quickly to new demands.
- Excellent analytical, research and problem-solving skills.

|  |  |   |
|--|--|---|
| <b>Position:</b><br>Legal Adviser  | <b>Employment Regime:</b><br>Seconded/Contracted       | <b>Post Category:</b><br>Expert                 |
| <b>Ref. number:</b><br><b>EK 30059</b><br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>ASAP                    |
| <b>Component/Department/Unit:</b><br>Mission Support Department                          | <b>Security Clearance Level:</b><br>EU SECRET          | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

The Legal Adviser reports to the Head of Mission Support Department. The incumbent will also give direct advice to the Head of Mission (HoM), Deputy Head of Mission (DHoM) and Chief of Staff (CoS) when requested.

### 2. Main Tasks and Responsibilities

- To provide advanced legal expertise and advice on legal issues pertaining to the Mission and its legal framework, status and mandate.
- To draft legal guidelines for the Mission in accordance with line management instructions.
- To exercise oversight in all legal aspects in the Mission, including but not limited to operational issues, contracts relating to any legal or financial issues, contracts of employment, and other administrative legal issues.
- To liaise with international and local stakeholders in legal issues.
- To draft assessments and recommendations for the line management in relation to internal disciplinary and administrative proceedings.
- To plan and carry out trainings related to general legal issues.
- To provide advice on Host country regulatory and other instruments, mechanisms and arrangements.
- To undertake any other tasks required by the Head of Mission Support Department.

### 3. Mission Specific Tasks and Responsibilities

- To provide direct counsel to the HoM, DHoM and the CoS on contractual and financial obligations/liabilities.
- To represent the Mission, the HoM in arbitrations with external stakeholders coordinating the work of external legal counsels in litigation.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification must be in Law; AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience with at least 3 years of experience at a senior level.

- Good understanding and experience of public international law, European law, labour law.
- Experience as a practising lawyer.

#### **5. Desirable Qualifications and Experience**

- Previous experience in working on both private and public sectors.
- Knowledge of the jurisprudence in the host country.
- Previous experience on downsizing and liquidation of an international Mission.
- Knowledge of the EU Financial Regulations including public procurement.
- Previous experience in international litigation.



|  |  |   |
|--|--|---|
| <b>Position Name:</b><br>Multifaceted Mobile Team Customs Advisor  | <b>Employment Regime:</b><br>Seconded/Contracted                           | <b>Post Category:</b><br>Mission Support –<br>Management Level (MSML) |
| <b>Ref. Number:</b><br>EK 30225<br>Confirmed Vacancies: 2<br>Pending Vacancies: 0  | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)                     | <b>Availability:</b><br>ASAP  |
| <b>Division/Department/Unit:</b><br>Strengthening Division/ Advisory<br>Unit Police/Border Matters /<br>Multifaceted Mobile Team | <b>Level of Security<br/>Clearance</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third<br/>States:</b><br>Yes                  |

### 1. Reporting Line

The Multifaceted Mobile Team Customs Advisor reports to the Multifaceted Mobile Team Coordinator.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.

### 3. Mission Specific Tasks and Responsibilities

- To work as a Multifaceted Mobile Team Custom Officer travelling within the area of operations to advise on or review current Kosovo Customs (KC) procedures and providing advice and direction to KC on strategic level.
- Providing policy advice and technical expertise from a multi-disciplinary perspective on a variety of border police related practices and management issues, particularly on matters related to the management of the border crossings, administrative boundary line and cross border inter agency co-operation.
- Expected to work as part of a multifaceted team lead functional activity within the field of their expertise.
- Expected to work as part of a multifaceted team support Police and Border Police advisors in their functional activity.
- To review the documented policies in Kosovo Customs (KC), looking closely at the code of ethics and provide a Strategic Risk Assessment.
- To monitor, mentor and advise the relevant Kosovo Customs Directorates on the strategic and operational management of borders, including the customs control on persons, vehicles and goods entering or exiting Kosovo.
- To advise and assist Kosovo Customs Directorates in improving the capability of border control officers to detect smuggling offences and customs frauds.

- To conduct specific thematic inspections and performance assessment tasks on Kosovo Border Crossing Points and Customs Terminals 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 assist Kosovo Customs with the implementation of the agreements reached through the Dialogue between Belgrade and Pristina.
- To assist Kosovo Customs with the implementation of international and bilateral principles and agreements in relation to Border Management in cooperation with neighbouring countries through the existing Coordination Centres.
- To MMA Kosovo Customs on principles and agreements between Belgrade and Pristina (e.g. participation in meetings).
- To undertake any other related task as requested by the Head of Mission.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience in Customs matters. Ability to mentor and motivate local counterparts.
- Proven experience as facilitator in cross border meetings related to international Border/Boundary agreements.
- Good understanding of Intelligence Lead Processes.
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo.
- At least 3 years of experience at management level.
- Ability to perform under stress and in difficult circumstances.
- Driving license of category C.

#### **5. Desirable Qualifications and Experience**

- International experience, particularly in crisis areas with multi-national and international organisations in the field of Customs Procedures.
- Extensive knowledge and proven experience in anti-smuggling and drug enforcement.
- Knowledge of Albanian and/or Serbian language.
- Experience in project management

|   |   |  |
|---|---|--|
| <b>Position:</b><br>Administrative Officer  | <b>Employment Regime:</b><br>Seconded/Contracted                  | <b>Post Category:</b><br>Mission Support - Management Level (MSML) |
| <b>Ref. number:</b><br>EK 30241<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region (Kosovo)               | <b>Availability:</b><br>ASAP                                       |
| <b>Component/Department/Unit:</b><br>Mission Support Department                   | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or equivalent | <b>Open to Contributing Third States:</b><br>Yes                   |

### 1. Reporting Line

The Administrative Officer reports to the Head of Mission Support Department.

### 2. Main Tasks and Responsibilities

- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures (SOP's) and guidelines in Mission Support.
- To assist the Head of Mission Support in scheduling Mission Support related activities.
- To verify reports, data and information in the Mission Support reporting structure.
- To administer and distribute relevant reports and required information to internal and external functions.
- To write minutes of meetings and follow up on tasks within the Mission Support Department.
- To co-ordinate internal communication within Mission Support and organise meetings and presentations.
- To draft letters, memoranda, reports, and other documents as requested.
- To maintain office services by assisting the Head of Mission Support in organising office operations and procedures, managing correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions.
- To be responsible for the effective and appropriate management of the Mission Support Department central records and archives.
- To establish and maintain filing systems of the Mission Support Department central office to meet administrative, legal and financial requirements.
- To contribute to the design and implementation of policies, procedures and infrastructure to support an integrated organisational wide records management approach and system;
- To undertake any other duties related to his/her assignment as assigned by the Head of Mission Support.

### 3. Mission Specific Tasks and Responsibilities

- To oversee all filing and reporting conducted by Mission Support Department in close coordination with Mission Support Local Administrative Officer.
- To assist the HoMSD in ensuring timely and accurate reporting and information flow as per the planning documents.
- To coordinate the Mission internal budget drafting process.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in any of the fields of Human Resources, Business Administration, Law or other relevant subject.

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- At least 3 years of administrative related working experience.

#### **5. Desirable Qualifications and Experience**

- Knowledge and application of records management practices including an understanding of computerized records management systems.
- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality.
- Reporting skills.
- Knowledge of EU financial regulations.
- Excellent interpersonal and communication skills, both written and oral (English).
- High Proficiency in using IT tools and software (Excel).

|  |  |   |
|--|--|---|
| <b>Position:</b><br>Finance and Accounting Officer   | <b>Employment Regime:</b><br>Seconded/Contracted                     | <b>Post Category:</b><br>Mission Support Staff –<br>Management Level (MSML) |
| <b>Ref. Number:</b><br>EK 30247<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                            | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)               | <b>Availability:</b><br>ASAP  |
| <b>Component/Department/Unit:</b><br>Mission Support Department/<br>Administrative Services/<br>Finance Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes                            |

### 1. Reporting Line

The Finance and Accounting Officer reports to the Chief of Finance Unit.

### 2. Main Tasks and Responsibilities

- To be responsible for the control of financial commitments with regard to the availability of the funds and the respect of procurement threshold.
- To be responsible for the monitoring of the internal financial authorizing process.
- To be responsible for proper implementation of payments (including payroll process), collection of revenue and recovery of amounts established as being receivable.
- To be responsible for payments of procurement contracts.
- To establish the accounting rules and methods and the chart of accounts to supply or justify accounting information.
- To prepare, present and maintain the accounts.
- To prepare, present and maintain the inventory of Mission's assets.
- To safe-keep financial supporting documentation.
- To manage the Mission's treasury and ensure its safekeeping.
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the Chief of Finance Unit.
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting and preparation of weekly, monthly, quarterly, interim and final financial reports, as well as ad hoc reporting.
- To prepare regular treasury forecasts for potential budget readjustments and ensure that the Mission has at its disposal sufficient funds to cover cash requirement arising from budgetary implementation.
- To develop and implement internal and external audit methods.
- To support the implementation of quarterly and final external audits.
- To assist the Chief of Finance in the financial management of the Mission.
- To undertake any other related tasks as requested by the Chief of Finance.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Economics, Finance or Accounting; AND

- After having fulfilled the educational requirements, a minimum of 5 years of relevant and proven full-time professional experience.
- Excellent analytical, research and problem-solving skills.
- Ability to operate Windows, including MS Office and especially extremely confident with spreadsheets, or PC based accounting systems.

**5. Desirable Qualifications and Experience**

- 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:</b><br>Chief Transport Unit  | <b>Employment Regime:</b><br>Seconded/Contracted                   | <b>Post Category:</b><br>Mission Support Staff –<br>Management Level (MSML) |
| <b>Ref. Number:</b><br>EK 30282<br>Confirmed Vacancies: 0<br>Pending Vacancies: 1                     | <b>Location:</b><br>Western Balkans Region<br>(Kosovo)             | <b>Availability:</b><br>ASAP  |
| <b>Division/Department/Unit:</b><br>Mission Support Department/<br>Technical Services /Transport Unit | <b>Security Clearance Level:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes                            |

### 1. Reporting Line

The Chief Transport Unit reports to the Head of Technical Services.

### 2. Main Tasks and Responsibilities

- To be responsible for the overall management of transport means within the Mission and the provision of appropriate advice to senior management on all transport related matters.
- To direct and supervise the Transport Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents.
- To manage and assist in developing the budget for the Transport Unit.
- To be responsible for establishing a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover. to manage a Fleet Monitoring System (FMS).
- To provide advice, support and training on transport related matters, ensuring the necessary storage, distribution and allocation of motor vehicles and associated equipment to mission members.
- To be responsible for liaising with contingent transport officers from contributing nations and co-ordination of management and surveillance of their fleet.
- To be responsible for the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues.
- To identify needs of goods and/or services specifically required for its area of responsibility (including future vehicle needs of the Mission) and to technically define the appropriate requirements of the means required to cover these needs.
- To participate, as appropriate, in the correspondent processes to procure these goods and services.
- To establish a management system that includes coordination and supervision of storage, allocation and distribution, consumption and future needs.
- To ensure the effective management of logistics databases, inventories and lists of equipment on the items related to his/her field of expertise.
- To develop internal guidelines and Standard Operating Procedures in his/her area of responsibility, as required.
- To undertake any other related tasks as requested by Head of Technical Services.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 should be in the field of Mechanical Engineering, Transportation, Logistics or other related university studies, OR

equivalent and attested police or/and military education or training; AND

- After having fulfilled the educational requirements, a minimum of 10 years of relevant professional experience.
- At least 5 years of management experience in transport related matters.
- Be familiar with project environment.
- Good awareness of different product and services markets and industrial business networks.

#### **5. Desirable Qualifications and Experience**

- Experience in the implementation of EU procurement processes and regulations.
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- Ability to perform under stress and in difficult circumstances.



|   |   |   |
|---|---|---|
| <b>Position:</b><br>Close Protection Operator   | <b>Employment Regime:</b><br>Seconded/Contracted    | <b>Post Category:</b><br>Mission Support Staff – Assistant Level (MSAL) |
| <b>Ref. Number:</b><br>EK 30326<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0             | <b>Location:</b><br>Western Balkans Region (Kosovo) | <b>Availability:0</b><br>ASAP,  |
| <b>Component/Department/Unit:</b><br>Security and Safety Department/<br>Close Protection Unit | <b>Security Clearance Level:</b><br>EU SECRET       | <b>Open to Contributing Third States:</b><br>No                         |

### 1. Reporting Line

The Close Protection Operator reports to the Chief of Close Protection Unit.

### 2. 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 Chief of Close Protection Unit.

### 3. Mission Specific Tasks and Responsibilities

- Authorised to carry and issued a personal weapon.
- Driving license of category C.
- Staff member might be expected to live in the north.

### 4. Essential Qualifications and Experience

- Successful completion of the secondary education attested by a diploma and either relevant specialised training in close protection techniques or relevant professional experience of 5 years counted from the date of award of a secondary diploma OR equivalent and attested Police or/and Military education; AND
- 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).
- Trained in basic life support (medical training).
- Advanced driving training (defensive driving).
- Ability to operate a variety of communication systems.

**5. Desirable Qualifications and Experience**

- Ability to perform under stress and in difficult circumstances.

|  |   |   |
|--|---|---|
| <b>Position:</b><br>Chief Security Information Analysis Unit   | <b>Employment Regime:</b><br>Seconded/Contracted    | <b>Grading category:</b><br>Expert              |
| <b>Ref. Number:</b><br>EK 30330<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0                              | <b>Location:</b><br>Western Balkans Region (Kosovo) | <b>Availability:</b><br>ASAP                    |
| <b>Component/Department/Unit:</b><br>Security and Safety Department/<br>Security Information and Analysis Unit | <b>Security Clearance Level:</b><br>EU SECRET       | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

The Chief Security Information Analysis reports to the Senior Mission Security Officer (SMSO).

### 2. Main Tasks and Responsibilities

- To direct and supervise the work of the Security Information Analysis Unit.
- To gather comprehensive information about events or actions that may affect the safety and security of EU staff and assets within the Mission area.
- To assess all political and social information in relation to the Mission security.
- To advise the SMSO on a daily basis on the security clearance for movement of personnel within the Mission area.
- To review all security threats as they affect the Mission, as well as information and data protection and advise on counter measures to such threats.
- To conduct risk analysis and threat assessments.
- To provide up-to-date security information for the SMSO's daily/weekly/monthly brief.
- To monitor the Mission-wide threat and propose changes to the Mission security phases to the SMSO as applicable.
- To provide briefings to new staff members to the Mission on the Mission-wide security situation.
- To liaise with UN Agencies, local Police, NATO/KFOR, international organisations and NGOs with regard to security information.
- To ensure the quick dissemination of security related information.
- To liaise closely with other elements of the security unit in the planning and preparation of security plans or briefs.
- To undertake any other related tasks as requested by the SMSO.

### 3. Mission Specific Tasks and Responsibilities

*None*

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in the field of Security or Emergency Management OR equivalent and attested police or/and military education or training; AND
- After having fulfilled the educational requirements, a minimum of 10 years of relevant professional experience.
- At least 5 years of experience in security information analysis in a police or military environment.
- Proven information analysis, staff and leadership experience required.

- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures.
- International experience, particularly in crisis areas with multi-national and international security organisation.
- Excellent analytical skills.
- Driving licence of Category C.
- Excellent presentational skills with experience in delivering Power Point presentations to large audiences in English language.

#### **5. Desirable Qualifications and Experience**

- Very good interpersonal and communication skills, both written and oral.
- Ability to perform under stress and in difficult circumstances.
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.
- Successful completion of the EU Mission Security Officer Certification Course.
- Knowledge of IT Security and information analysis.
- Knowledge of Albanian and/or Serbian language.