

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 1-2017 Extraordinary Call for Contributions						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
Job Location:	Western Balkans Region (Kosovo)					
Employment Regime:	Seconded, Seconded/Contracted					
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post	Pending	Confirmed Vacancies	Total Vacancies	Availability
	<u>Seconded</u>					
	EK 30077	Prosecutor	0	1	1	ASAP
	EK 30098	Criminal Judge at Mitrovica Basic Court level	0	2	2	ASAP
	EK 30101	Legal Officer at Mobile Unit	0	1	1	ASAP
	EK 30171	Deputy Head of Strengthening Division	0	1	1	ASAP
	<u>Seconded/Contracted</u>					
	EK 30126	EU Office for Criminal Intelligence IT Administrator	0	1	1	ASAP
Deadline for Applications:	17 February at 17:00 hours (Brussels time)					
E-mail Address to send the Job Application Form to:	For seconded candidates: Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked					

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

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

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

Tour of Duty Period – Subject to the approval of the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

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

A. Essential Requirements

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

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

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

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

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

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

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

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

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

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

Training – e-Hest³ or equivalent.

Education – European Qualifications Framework (EQF)⁴.

Driving Licence – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle. Category C driving licence is desirable or as specified in the respective job description. Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommended Requirements

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

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

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

C. Essential Documents and Equipment for Selected Candidates

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

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

Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

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

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

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

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 20 February 2017 until 24 February 2017.

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).

Job Descriptions

Position Name: Prosecutor	Employment Regime: Seconded	
Ref. Number: EK 30077 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/ Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/Basic Prosecution Office Mitrovica	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: 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.

5. Desirable Qualifications and Experience

- Ability to perform under stress and in difficult circumstances.

Position: Criminal Judge at Mitrovica Basic Court level	Employment Regime: Seconded	
Ref. Number: EK 30098 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/ EULEX KOSOVO Judges/ Mitrovica Basic Court	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: 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.

5. Desirable Qualifications and Experience

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

Position: Legal Officer at Mobile Unit	Employment Regime: Seconded	
Ref. Number: EK 30101 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/ EULEX KOSOVO Judges/ Mobile Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line

The Legal Officer at Mobile Unit reports to EULEX KOSOVO Judges at the Mobile Unit for Basic Court Level.

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 Mobile Unit for Basic Court Level.
- To support EULEX KOSOVO Judges assigned at the Mobile Unit in pre-trial, trial or appeal proceedings.
- To analyse complex 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 concerning cases of serious crimes or civil law cases to EULEX KOSOVO Judges, based on thorough legal research.
- To assist the EULEX KOSOVO Judges with legal assessment and evaluation of evidence, review, analyse and advise on all court and investigation documents.
- To prepare or assist with the preparation of legal submissions, including legal opinions, briefs, memoranda, decisions, orders, verdicts and other legal documents, and if working with EULEX KOSOVO Judges in Criminal Law, to also assist with the preparation of summons, arrest warrants, motions, and responses to motions.
- To participate, advise and assist the EULEX KOSOVO Judges in hearings, trials and processing of evidence and documents submitted during the trial.
- To coordinate and supervise other court support staff members, such as administrative assistants, court recorder and interpreters/translators.
- To liaise on behalf of the EULEX KOSOVO Judge with (a) the Police, Prosecutors, their Legal Officers, Registry and Defence (Criminal Law) or (b) the Parties and Registry (Civil Law).
- To undertake any other related tasks as requested by the EULEX KOSOVO Judges at the Mobile 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 Law; AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience with at least 4 years of professional experience in the field of criminal and/or civil law.
- Experience in the field of drafting decisions in criminal and/or civil cases.

5. Desirable Qualifications and Experience

- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.
- International experience, particularly in crisis areas with international organisations and in an international court.

Position: Deputy Head of Strengthening	Employment Regime: Seconded	
Ref. number: EK 30171 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Strengthening Division	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To deputise for the Head of Strengthening Division (SD) in his/her absence.
- To support the Head of SD in implementing the Mission's Monitoring, Mentoring and advising (MMA) activities in accordance with the Mission's OPLAN and the HoM's guidance, through Line Managers responsible for the respective areas of expertise, and to ensure their operational coherence in support of the Mission's end state.
- 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 ensure that Mission staff members working under the Head of SD 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 SD 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 SD responsibility are periodically updated on Mission's mandate implementation progress.
- To undertake any other related tasks as requested by the Head of SD.

3. Mission Specific Tasks and Responsibilities

- To guide the Division's work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures ("institutional" MMA).
- To ensure the implementation of the Mission's policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.
- To follow and contribute to the Mission's legislative review mechanism proactively with a view of helping establishing a Mission-wide coordinated position on any legislative initiative by the government of interest for the Mission (including by-laws).

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 OR police or military equivalent education; AND
- After having fulfilled the educational requirements, a minimum of 10 years of relevant professional experience, of which at least 5 should be at management level including proven senior managerial experience in the field of: Police, Customs, border, corrections OR as a practicing lawyer or similar Rule of Law experience.
- 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.
- Experience of project planning.

Position: EU Office for Criminal Intelligence IT Administrator	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. Number: EK 30126 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence/Analytical and Technical Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: 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.
- Driving license of Category C.
- Working knowledge of i2 products (ibase and Analyst notebook).