

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 2-2017 Extraordinary Call for Contributions						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
Job Location:	Western Balkans Region (Kosovo)					
Employment Regime:	Seconded/Contracted					
Job Titles/Vacancy Notice:	Ref.:	Name of the Post:	Pending:	Confirmed Vacancies:	Total Vacancies:	Availability:
	<u>Seconded (4)</u>					
	EK 30096	Criminal Judge at the Supreme Court/ Appellate Court	0	1	1	ASAP
	EK 30124	Intelligence Researcher/ Database Input Officer	0	1	1	ASAP
	EK 30131	Operations Officer of the International Police Cooperation Unit	0	1	1	ASAP
	EK 30216	Advisor to Deputy Director General Operations	0	1	1	ASAP
	<u>Seconded/Contracted (3)</u>					
	EK 30057	Legal Officer	0	1	1	ASAP
	EK 30326	Close Protection Operator	0	1	1	1 Aug 2017
	EK 30329	Mission Security Officer	0	1	1	ASAP
Deadline for Applications:	23 June 2017 at 17:00 hours (Brussels time)					

<p>E-mail Addresses to send the Job Application Form to:</p>	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</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>
<p>Information:</p>	<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/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that 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 selected candidates 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.

Required 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 descriptions. 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.

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>

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.

E. Data Protection

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The [Privacy statement](#) is available on the EEAS website>. [Privacy Statement](#).

F. 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).

SECONDED POSITIONS

Position Name: Criminal Judge at the Supreme Court/ Appellate Court	Employment Regime: Seconded	
Ref. Number: EK 30096 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/EULEX Judges/ Court of Appeals/Supreme Court/KPA Appeals Panel	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Criminal Judge at the Supreme Court/Appellate Court reports to the President of EULEX KOSOVO Judges.

2. Main Tasks and Responsibilities:

- To hold 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:

- To sit - primarily in mixed panels with Kosovar judges - in criminal cases which fall under the competency of the criminal chamber or the Supreme Court/Appellate Court (appeals against judgements, interlocutory appeals, protection of legality claims).
- To monitor and mentor the professional performance of Kosovo Supreme Court/Appellate Court judges through joint work.

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
- A minimum of 10 years of relevant professional experience as judge, preferably in higher/appeals courts, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

N/A

Position Name: Intelligence Researcher/ Database Input Officer	Employment Regime: Seconded	
Ref. Number: EK 30124 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 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 the Mission executive mandate.
- To work with the Desk Office Team in EUOCI and provide research assistance to the analysts and intelligence officers as well as introducing data material into the intelligence database.
- To research open and internal sources of information and all relevant databases and records.
- To liaise closely with intelligence officers within the Office and other police officers and departments to encourage the free flow of information.
- To follow EUOCI policy regarding security of information.
- To disseminate current information that may be of operational assistance.
- To undertake any other related tasks as requested by the Chief of EUOCI.

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma complemented by police training; AND
- A minimum of 5 years of relevant and full-time police experience or equivalent professional experience, after having obtained the education requirements.
- Extensive and progressive professional experience in intelligence issues and/or complex data.
- Extensive practical experience in intelligence data research including Open Source.

5. Essential Knowledge, Skills and Abilities:

- 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).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Very good interpersonal and communication skills, both written and oral.
- Ability to perform under stress and in difficult circumstances.

Position Name: Operations Officer of International Police Cooperation Unit	Employment Regime: Seconded	
Ref. Number: EK 30131 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/Executive Criminal Investigations Department/International Police Cooperation Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: 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 provide relevant support for the operational requirements of the Head of Executive Criminal Investigations Department (ECID), and of other Units of ECID.
- 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:

- 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 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.
- Readiness to work in Pristina or Mitrovica.

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 and attested police or/and military education; AND
- A minimum of 5 years of relevant professional experience in International Police Cooperation, with Interpol, Europol, SIRENE, Bi-lateral cooperation and with mutual assistance, after having fulfilled the educational requirements.
- Senior Law Enforcement Officer.
- Background in organised crime investigations and experience of the intelligence function, International policing experience, international cooperation agreements.

5. Essential Knowledge, Skills and Abilities:

- Working knowledge of cooperating with other entities (FRONTEX, SELEC centers, 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.

6. Desirable Qualifications and Experience:

- Authorised to carry and issued a personal weapon.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

Position Name: Advisor to Deputy Director General Operations	Employment Regime: Seconded	
Ref. Number: EK 30216 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Strengthening Division/ Advisory Unit Police and Border Matters/Kosovo Police Main HQ	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Advisor to Deputy Director General Operations reports to the Head of Advisory Unit Police and Border 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) 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 support the development of the Kosovo Police, Border Police and Customs in the field of CSSR through mentoring, monitoring and advising.
- To be the key interlocutor with the Deputy Director General Operations of the Kosovo Police.
- To develop policies in line with the Kosovo Police, Border Police and Customs.
- To act as the representative of the Head of the Advisory Unit Police and Border Matters for contacts with senior government officials of the Ministry of Interior, police officials and other officials dealing with police issues, and articulate the Mission policy on police matters to above mentioned officials within his area of responsibility as needed.
- To assist in leading the process in the formation and coordination of the strategic policy of the Unit.
- To act as the Head of the Advisory Unit Police and Border Matters as needed.
- 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 equivalent and attested police or/and military education; AND
- A minimum of 8 years of relevant professional experience, out of which at least 3 at a management level, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Proven ability to mentor and motivate local counterparts.
- Extensive knowledge of border management protocols/customs/prosecution service/prisons service/maritime law etc.

6. Desirable Qualifications and Experience:

- Experience of designing and Mentoring, Monitoring and Advising in an international environment.
- To be trained, authorised and equipped with firearm for deployment in the north of Kosovo.
- Experience in project management.
- Driving license of category C.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

SECONDED/CONTRACTED POSITIONS

Position Name: Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. Number: EK 30057 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Office of the Chief of Staff/ Human Rights and Legal Office	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Legal 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).
- To support the Head of Office in acting as focal point for all legal matters relating to the Mission.
- To prepare legal advice and assistance on these matters, on legal questions related to of Mission policies and operations as well as disciplinary matters and privileges and immunities.
- To prepare advice on applicable international and European legal standards and EU best practices.
- To draft technical arrangements with external interlocutors, standard operating procedures, legal and administrative guidelines, and correspondence.
- 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 other stakeholders within and outside the Mission.
- To undertake any other related tasks as required by the Head of Human Rights and Legal Office.

3. Mission Specific Tasks and Responsibilities:

- To support the Head of Office in coordinating the Mission's input in the drafting process of relevant local legislation in support of the EUSR/EU Office in Kosovo efforts, including by analysing local legislation and drafting opinions on the legal system in Kosovo and identifying possible areas for improvement;

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
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.
- Experience as a practicing lawyer or legal adviser in a European legal system or an international organisation, including drafting and appraisal of legislation.

5. Essential Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

6. Desirable Qualifications and Experience:

- Post-graduate degree in law and successful completion of any related national legal qualification examinations.
- Experience in the area of Justice and Rule of Law and knowledge of criminal law, civil law, international law and administration of justice.

7. Desirable Knowledge, Skills and Abilities:

N/A

Position Name: Close Protection Operator	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Assistant Level (MSAL)
Ref. Number: EK 30326 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 1 Aug 2017
Component/Department/Unit: Security and Safety Department/ Close Protection Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: 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 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:

- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX KOSOVO Mission staff at risk;
- 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, after having fulfilled the education requirements OR equivalent and attested Police or/and Military education; AND
- At least 2 years of experience in close protection.
- Driving license of category C.
- Authorised to carry and issued a personal weapon.
- Trained and certified in close protection techniques (theory and practice).
- Trained in basic life support (medical training).
- Advanced driving training (defensive driving).

5. Essential Knowledge, Skills and Abilities:

- 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.
- Ability to operate a variety of communication systems.

6. Desirable Qualifications and Experience:

- Trained and certified as a shooting instructor.
- Operational experience as a Medic.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

Position Name: Mission Security Officer	Employment Regime: Seconded / Contracted	Post Category: Mission Support - Assistant Level (MSAL)
Ref. Number: EK 30329 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Security and Safety Department/ Mission Security/Close Protection Unit/ Mission Security Officer Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer (MSO) reports to the Team Leader /Mission Security Officer Team.

2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate.
- To ensure that all security and communications equipment is kept in a state of operational readiness.
- To conduct regular security drills, communication tests and evacuation exercises.
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies.
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases.
- To travel to high risk areas and to conduct security duties.
- To undertake any other related tasks as requested by the Team Leader/ Mission Security Officer.

3. Mission Specific Tasks and Responsibilities:

- To implement the EULEX KOSOVO security plan.
- Staff member might be expected to live in the north.

4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma and relevant specialised trainings OR equivalent and attested police or/and military OR education at a civilian security organisation; AND
- A minimum of 4 years of relevant and full-time professional experience of which 1 year experience of Field Security, after having fulfilled the education requirements.
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.
- Driving license of Category C.

5. Essential Knowledge, Skills and Abilities:

- Analytical skills.
- Demonstrated ability and experience to contribute creatively to the development of security strategies and procedures.
- Excellent organisational, planning, and time-management skills.

6. Desirable Qualifications and Experience:

- Previous work experience in the region.
- Successful completion of the EU Mission Security Officers Certification Course or equivalent.

7. Desirable Knowledge, Skills and Abilities:

- Excellent knowledge of the Mission area and potential threats.