

EEAS

NOTICE OF VACANCIES

for posts of

"cost-free" SECONDED NATIONAL EXPERTS

in **EUROPEAN UNION DELEGATIONS** outside the EU

**Central contact point for applications by e-mail:
Division EEAS.BA.HR.2 – SNE-DELEGATIONS@eeas.europa.eu**

**Vacant posts for job profile “Rule of Law” /
Postes vacants pour le profil d’emploi «État de droit»**

	Delegation	N° post SYSPER2	Delegation section	Comments
1	Kosovo	New Post	POL	
2	Kosovo	New Post	POL	
3	Kosovo	New Post	POL	

Indicative list which may be completed by additional posts with equivalent profiles for Delegations in the same region or for another region

Listes indicatives susceptibles d’être complétées dans des profils équivalents par des postes additionnels pour des Délégations dans les mêmes régions ou pour d’autres régions.

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE
<u>Job Location:</u>	European Union Office in Kosovo, Pristina
<u>Job Number:</u>	
<u>Area of activity:</u>	Rule of law
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose: To support the development of Kosovo Police in the field of investigating organised crime, violent extremism, trafficking in human beings, drug trade and intelligence led policing. Monitor and contribute to analysis and reporting in the fields of Justice, Liberty, security and the rule of law in the host country and at regional level, under the direct supervision of the Head of Section and/or Head of Office (HoO). To assist the Head of Section in co-ordinating the sub-section's activities, where required.

Functions and Duties:

POLICY DEVELOPMENT - Contribution to policy development

- To be the key interlocutor with the Head of the Kosovo Police Investigation Department;
- To monitor, mentor and advise the Head of Investigation Department in the areas of rooting up organised crime, violent extremism, trafficking in human beings, drug trade and intelligence led policing;
- To conduct specific thematic inspections and performance assessment tasks in support of the EUO efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To assist KP in developing professional working relationships with neighbouring states and other European countries in order to increase cooperation in the investigation of cross border major and organised crime;
- To undertake any other related tasks as requested by the Head of Section.

INTERNAL COMMUNICATION (general) - Reporting to Headquarters

- To identify best practice and lessons learned within the field 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.

INSTITUTION REPRESENTATION and NEGOTIATION - representation activities

- To contribute in his/her field of expertise to the EU Office mandate implementation by monitoring, mentoring and advising the Kosovo Police Investigation Department at a strategic level;
- To liaise closely with the EU funded projects in the area of support to the Kosovo Police;
- To liaise, as appropriate, with other external stakeholders;
- To provide expert contribution to the work of the Legislative Review Mechanism with a view of helping establishing the EU-wide coordinated position on any legislative initiative by the government of interest for the EU (including by-laws).

Job Requirements

- Education and Training:** 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 equivalent education or training.
- Knowledge and Experience:**
- Professional experience pertinent to the duties to be carried out of at least fifteen years;
 - Senior officer from Member State Ministry of Interior/Police;
 - Extensive knowledge in the field of investigations, technical and operational support;
 - Extensive experience in coordinating complex joint operations including different specialised units;
 - Extensive knowledge of Intelligence led Policing;
 - Experience in cooperation and liaison with international law enforcement agencies;
 - Experience of designing and delivering training;
 - International experience, particularly in crisis areas with multi-national and international organisations;
 - Knowledge of EU institutions, related decision processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes.

Skills

- Linguistic skills:** Thorough knowledge (capacity to write and speak) in English is required. Knowledge of German and/or French is an advantage. Knowledge of the (official/working) language of the host country (or of the region) is an advantage.
- Communication skills:** Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
Very good communication skills, both written and oral.
- Interpersonal skills:** Teamwork and coordination.
Proven ability to mentor and motivate local counterparts.
- Intellectual skills:** Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Management skills:** Track record in change management.

Personal Qualities

Dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE
<u>Job Location:</u>	European Union office to Kosovo, Pristina
<u>Job Number:</u>	
<u>Area of activity:</u>	Rule of law
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose:

- To support the development of Kosovo Police in the field of Strategic Civilian Security Sector (CSSR) through mentoring, monitoring and advising;
- To monitor, mentor and advise the Kosovo Police General Director and Kosovo Border Police.

under the direct supervision of the Head of Section and/or Head of OFFICE (HoO). To assist the Head of Section in co-ordinating the sub-section's activities, where required.

Functions and Duties:

POLICY DEVELOPMENT - Contribution to policy development

- To be the key interlocutor with the Kosovo Police Director General;
- To monitor, mentor and advise in the field of developing policies for Kosovo Police;
- To support the development of Kosovo Police on in the field of CSSR;
- To assist in the further development and enhanced implementation of effective risk analysis, selectivity, profiling and targeting systems, at all border crossing points;
- To guide and assist in developing border agencies liaison with border control counterparts in other neighbouring border/boundary agencies services in relation to Integrated Border Management;
- To undertake any other related tasks as requested by the Head of Section.

INTERNAL COMMUNICATION (general) - Reporting to Headquarters

- To identify best practice and lessons learned within the field 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.

INSTITUTION REPRESENTATION and NEGOTIATION - Delegation's representation activities

- To contribute in his/her field of expertise to the EU Office (EUO) mandate implementation by monitoring, mentoring and advising the Kosovo Police, including Kosovo Border Police at a strategic level;
- To liaise closely with the EU funded projects in the area of support to the Kosovo Police;
- To liaise, as appropriate, with other external stakeholders;
- To provide expert contribution to the work of the Legislative Review Mechanism with a view of helping establishing the EU-wide coordinated position on any legislative initiative by the government of interest for the EU (including by-laws).

Job Requirements

Education and Training: 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 equivalent education or training.

Knowledge and Experience:

- Professional experience pertinent to the duties to be carried out of at least fifteen years;
- Senior officer from Member State Ministry of Interior/Police;
- Understanding of police, borders and investigations in a CSSR setting;
- Extensive knowledge in the field of Integrated Border Management;
- Experience of designing and delivering training;
- International experience, particularly in crisis areas with multi-national and international organisations
- Knowledge of EU institutions, related decision processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English is required. Knowledge of German and/or French is an advantage. Knowledge of the (official/working) language of the host country (or of the region) is an asset.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
Very good communication skills, both written and oral.

Interpersonal skills: Teamwork and coordination.
Proven ability to mentor and motivate local counterparts.

Intellectual skills: Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Management skills: Track record in change management.

Personal Qualities

Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE
<u>Job Location:</u>	European Union Office in Kosovo, Pristina
<u>Job Number:</u>	
<u>Area of activity:</u>	Rule of law
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose: Under the direct supervision of the Head of Section and/or Head of Office (HoO), to evaluate the current attitudes towards civil registration all over Kosovo including the northern municipalities; to monitor, mentor and advise on information flow for integration of Civil Status Registers to the Central Registry Database in order to establish fully reliable, comprehensible and sustainable civil registry in Kosovo. To assist the Head of Section in co-ordinating the sub-section's activities, where required.

Functions and Duties:

POLICY DEVELOPMENT - Contribution to policy development

- To monitor, mentor and advise on issues related to all information flows of Central Registry like but not limited to data collection, archiving, data transfer, inquiries, tracking systems, information of lost documents to borders, information to embassies, requests release of data, civil status certificates, business flows in the municipalities, data security, empty desk policy, security;
- To monitor, mentor and advise on the return of the civil documents from Serbia and particularly the usage of certified copies from Serbia and appropriate integration of data in the central database;
- To monitor, mentor and advise, if needed, on promotion of the registration of the population and to keep the civil status register updated all over Kosovo including the northern municipalities;
- To provide expertise and information when assessing Kosovo's progresses in issues related with the visa dialogue, especially in secure documents, civil registration and personal data protection;
- To promote the benefits on wide and open use of the civil registers;
- To undertake any other related tasks as requested by the Head of Section.

INTERNAL COMMUNICATION (general) - Reporting to Headquarters

- To identify best practice and lessons learned within the field 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.

INSTITUTION REPRESENTATION and NEGOTIATION - representation activities

- To contribute in his/her field of expertise to the EU Office mandate implementation by monitoring, mentoring and advising the Civil Registry at a strategic level;
- To liaise closely with the EU funded projects in the area of support to the Kosovo Civil Registry;
- To liaise, as appropriate, with other external stakeholders;

- To provide expert contribution to the work of the Legislative Review Mechanism with a view of helping establishing the EU-wide coordinated position on any legislative initiative by the government of interest for the EU (including by-laws).

Job Requirements

<u>Education and Training:</u>	Successful completion of a full course of university studies of at least 4 years, attested by a degree in Public Administration or other related university studies OR having obtained educational qualification of the second cycle in Public Administration or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Master's Degree; OR having obtained educational qualification in Public Administration or other related university studies equivalent/referenced to level 7 in the European Qualifications Framework.
<u>Knowledge and Experience:</u>	<ul style="list-style-type: none"> -A minimum of 10 years of relevant professional experience after having fulfilled the educational requirements, including minimum 5 years of experience in Public Administration; -Previous experience in Population registration systems; -Knowledge of Civil Status and Civil registration systems; -Experience of designing and delivering training; -International experience, particularly in crisis areas with multi-national and international organisations; -Knowledge of EU institutions, related decision processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes.

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English is required. Knowledge of German and/or French is an advantage. Knowledge of the (official/working) language of the host country (or of the region) is an advantage.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Very good communication skills, both written and oral.
<u>Interpersonal skills:</u>	Teamwork and coordination. Proven ability to mentor and motivate local counterparts.
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
<u>Management skills:</u>	

Personal Qualities

Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.