

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX I

THIRD (3rd) EXTRAORDINARY CALL FOR CONTRIBUTIONS 2012 FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO)

ADVERTISEMENT FOR SECONDED/CONTRACTED STAFF MEMBERS

Guidelines for Application and Basic Requirements

Organisation:	EULEX KOSOVO			
Job Location:	Western Balkans Region (Kosovo)			
Staff Regime:	Seconded by contributing States/ EU Institutions or Seconded / Contracted* Employment regime is indicated in each job description			
Job Titles/Vacancy Notice:	Please refer to the job descriptions			
Deadline for applications:	22 August 2012			
Job Titles/ Vacancy Notice:	<u>Seconded/Contracted*</u>			
	Ref.	Name of the post	Vacancies	Available on
	EK 10062	Head of Human Rights and Legal Office	1	ASAP
	EK 10080	Head of Executive Division	1	ASAP
	EK 10124	War Crimes Investigator	1	ASAP
	EK 10127	Prosecutor (Special Investigative Task Force)	1	ASAP
	EK 10129	Registrar (Special Investigative Task Force)	1	ASAP
	EK 10133	Interpreter/Translator (English/Serbian) (Special Investigative Task Force)	1	ASAP
	EK 10285	Chief Advisory Unit (Internal Matters)	1	ASAP
EK 10294	Chief Advisory Unit (Justice Matters)	1	ASAP	

* International staff contracted by the Head of Mission

Job Titles/ Vacancy Notice:	<u>Seconded</u>			
	Ref.	Name of the post	Vacancies	Available on
	EK 10140	President of the Assembly of EULEX Judges	1	ASAP
	EK 10236	Chief of Staff (Special Police Department)	1	ASAP
EK 10315	Head of Police Strengthening Department	1	ASAP	

How to apply:	<p>Interested candidates should use the standard application form (Annex II), 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. In case more are received by the same candidate only one will be considered, the one submitted through the national authorities being given priority.</p> <p>Completed forms should be sent to the following email only. Please DO NOT SEND to any other addresses. No further documentation is necessary.</p> <p>Civilian Planning & Conduct Capability (CPCC) E-mail: cpcc-kosovoforgen@consilium.europa.eu</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="padding-left: 40px;">EULEX KOSOVO Attn. Ms. Antigone Marana Tel: +32 (0)2 281 ext. 2630 Antigone.MARANA@ext.eeas.europa.eu</p> <p>For questions from individual applicants:</p> <p style="padding-left: 40px;">EULEX KOSOVO / Human Resources Tel: +386 43 78 ext. 6846, 8932, 8878, 6337 HumanResources@eulex-kosovo.eu</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from 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 document 7291/09 (10 March 2009). Personnel seconded from contributing third States are not entitled to receive allowances paid according to document 7291/09 (10 March 2009).

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Planning and Conduct Capability, CPCC, 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 a Member State of the European Union (EU) or of a contributing third State¹ and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants 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. The participants shall carry out their duties and act in the interest of the Mission.

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

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – 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 the 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 – 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.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

Croatia, Norway, Switzerland, Turkey and United States of America

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

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

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 – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy.

Knowledge of the Balkans – To have a good knowledge of the history, culture, social and political situation of the region, as well as of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language skills – knowledge of local languages will be an asset.

C. Essential documents for selected candidates

Passport - Contributing States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

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, where required. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of personnel security clearance as indicated in the respective job description when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

The level of personnel security clearance required for each position is specified within the individual job description. The security clearance required will be:

- (1) An EU security clearance at the designated level; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a contributing third State with whom the GSC does not have a full security agreement but an agreement exists relating to the participation/contribution of that third State which expressly addresses the obligations of that country towards the handling of EUCI.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel 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.

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license is required for driving B6 armoured vehicles.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, 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 II) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed 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 location for interviews, the contributing State will bear any related costs.

Information on the outcome – Contributing States will be informed about the outcome of the selection process after its completion.

**Third (3rd) Extraordinary EULEX KOSOVO Call for Contributions
JOB DESCRIPTIONS**

Office of the Chief of Staff

Human Rights and Legal Office

Title: **Head of Human Rights and Legal Office – EK 10062**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Vacancies: 1

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

1. Main tasks and responsibilities:

- To contribute on the policy level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and MIP;
- To act as focal point for all human rights, property rights and legal matters relating to the Mission;
- To direct and supervise the work of the Human Rights and Legal Office;
- To provide expertise and advice on issues of human rights or legal matters, on the extent of the mission mandate, on the legal system in Kosovo, property rights issues and in disciplinary matters;
- To provide expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on human rights and the steps necessary to promote and protect human rights within the Mission;
- To coordinate the Mission's efforts in monitoring, mentoring and advising the drafting process of the relevant local legislation;
- To provide expertise and advice to the Head of the Mission Support Department on administrative legal issues, including contracts and Technical Arrangements;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To liaise, as appropriate, with other external stakeholders;
- To support and facilitate the work of the Human Rights Review Panel (HRRP) for EULEX Kosovo;
- To undertake any other related tasks as required by the Chief of Staff.

2. **Qualifications and experience:**

Essential

Education and experience:

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience.

Specification of experience:

- At least 5 years of experience in leading a team of experts/professionals;
- Excellent interpersonal and communications skills;
- Ability to perform under stress and in difficult circumstances;
- Proven knowledge and experience in criminal law, international law and administration of justice;
- Expertise in Human Rights, particularly the European system;
- Experience in Law drafting.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of EU SECRET or equivalent for seconded candidates from Contributing Third States.

Advantageous

- Experience in property rights issues;
- 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;
- Knowledge of Albanian and/or Serbian language.

<p>Title: Head of Executive Division – EK 10080 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed vacancy: 1</p>
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The Head of Executive Division reports to Head of Mission.

1. Main tasks and responsibilities:

- To operationalize 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 manage, prioritize and direct the work of organisational units within the Executive Division to ensure they deliver on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM;
- To ensure accurate and timely reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure compliance with instructions by the Mission management within the Division and to issue clear instructions on the operational level to the Division, ensuring through the two Deputies, where appropriate, that the executive resources are used in the best possible way to reach the Mission's goals;
- To ensure coordination at the operational level with the Head of the Strengthening Division;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-division/department cooperation in the key areas of his/her authority;
- To act as Head of the Justice Component as envisaged in the legislation applied in Kosovo;
- To represent the Mission, as appropriate;
- To undertake any other related tasks as required by the Head of Mission.

2. Qualifications and experience:

Essential

Education and experience:

- Successful completion of a full course of university studies attested by a degree in law, business administration, management or other relevant field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 15 years of relevant and proven full-time professional experience, out of which 8 at a senior management level.

Specification of experience:

- Track record of senior positions in the field of rule of law, such as in Ministries of Justice, Courts or independent rule of law institutions.
- Strong managerial track record, particularly in managing rule of law processes and staff.

Personnel Security Clearance:

- To be in a possession of Security Clearance at the level of EU SECRET or equivalent for seconded candidates from Contributing Third States.

Advantageous

- Proven knowledge of the most relevant areas of rule of law (criminal and civil courts, administration of justice, prosecution, forensics);
- 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.

Executive Division

Special Investigative Task Force

Title: **War Crime Investigator – EK 10124**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Management level**

Vacancy: **1**

The War Crimes Investigator reports to Investigation Team Leader.

1. Main tasks and responsibilities:

- To maintain investigations as tasked, to undertake substantive investigation measures, and to consolidate data.
- In consultation with the Special Investigative Task Force prosecutors, examine all material, prepare, plan, develop, and coordinate activities relevant to investigations, interviewing of victims and witnesses and the arrest of alleged perpetrators and the gathering of evidence. When required attend crimes scenes and exhumation sites.
- To prepare official reports and Prosecution Investigation Files.
- To participate in the development, implementation and evaluation of casework as necessary; monitor and analyse the development and implementation of the agreed program outputs; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions.
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents.
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- The selected staff member should be willing to be located either in Pristina or in Brussels.
- To undertake any other related tasks as required by the Investigation Team Leader.

2. Qualifications and experience:

Essential

Education and experience:

- Successful completion of a full course of university studies attested by a degree in Law, or other related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, or other related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;

OR

- Equivalent Police education and at least 4 years of relevant and proven full-time professional experience.

Specification of experience:

- Experience in war crimes, organized crime, and or other complex criminal investigations, including knowledge of crime scene management and the gathering, handling and retention of evidence and exhibits.
- Be familiar with victim support issues as they relate specifically to serious criminal acts, crimes against humanity, violations of human rights, victim testimony, witness protection programs and counselling resources.
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.

Personnel Security Clearance:

- To be in a possession of Security Clearance at the level of EU SECRET or equivalent for seconded candidates from contributing Third States.

Advantageous

- 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;
- Very good interpersonal and communication skills, both written and oral.

Title: Prosecutor (Special Investigative Task Force) - EK 10127

Employment regime: Seconded/Contracted

Grading category for contracted personnel: Expert

Vacancy: 1

The Prosecutor (Special Investigative Task Force) reports to the Lead Prosecutor.

1. Main tasks and responsibilities

- To conduct, under the direction of the Lead Prosecutor and Deputy Lead Prosecutor of the Special Investigative Task Force, the investigation and prosecution of cases assigned to the Special Investigative Task Force.
- To handle daily investigative and prosecutorial tasks within the Special Investigative Task Force.
- To conduct case filing and quality management.
- To serve as a Trial Attorney in any resulting prosecutions.
- The selected staff member should be willing to be located either in Pristina or in Brussels.
- To undertake any other related tasks as required by the Lead Prosecutor.

2. Qualifications and experience

Essential

Education and experience:

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 7 years of relevant and proven full-time professional experience in legal practice.

Specification of experience:

- At least 5 years of experience as a full-time Prosecutor.
- Experience dealing with war crimes investigations and prosecutions, ideally through work at an international criminal tribunal;
- Experience in conducting complex investigations with a transnational character related to war crimes, organised crime, financial crimes, or trafficking in human beings;
- Proven track record as a Trial Attorney in the prosecution of complex cases.

Personnel Security Clearance:

- To be in a possession of Security Clearance at the level of EU SECRET or equivalent for seconded candidates from contributing Third States.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Registrar (Special Investigative Task Force) - EK 10129**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Assistant level**

Vacancy: 1

The Registrar (Special Investigative Task Force) reports to Lead Prosecutor.

1. Main tasks and responsibilities

- To coordinate case management and document administration under the direction of the Lead Prosecutor and Deputy Lead Prosecutor of the Special Investigative Task Force;
- To set up and manage the SITF registry system;
- To coordinate the case management information system of the SITF;
- To liaise with SPRK and other EULEX components on case management issues;
- To document, maintain, and ensure proper handling of evidentiary items;
- To work with the Prosecutors, Analysts, and IT officer in developing and maintaining investigatory and prosecutorial databases;
- To undertake any other related tasks as required by the Lead Prosecutor.

2. Qualifications and experience

Essential

Education and experience:

- Level of secondary education attested by a diploma giving access to post-secondary education, with a minimum of 5 years of relevant and proven full-time professional experience.

Specification of experience:

- Prior experience as a Registrar, Case Manager, or other relevant position in a national or international jurisdiction service, preferably at an international tribunal.

Personnel Security Clearance:

- To be in a possession of Security Clearance at the level of EU Confidential or equivalent for seconded candidates from contributing Third States.

Advantageous

- 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.

Executive Division

Special Investigative Task Force

Title: **Interpreter/Translator (English/Serbian) (Special Investigative Task Force) – EK 10133**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Assistant level**

Vacancy: 1

The Interpreter/Translator (English/Serbian) (Special Investigative Task Force) reports to the Lead Prosecutor.

1. Main tasks and responsibilities

- To provide high quality translation from Serbian into English and vice versa of documents and written materials in all stages of the investigations and of the proceedings as required by the Lead Prosecutor of the Special Investigative Task Force.
- To serve as official verbatim interpreter for the Special Investigative Task Force by providing simultaneous and consecutive interpretation from Serbian into English and vice versa during all stages of the investigations and of the proceedings.
- The selected staff member should be willing to be located either in Pristina or in Brussels.
- To undertake any other related tasks as required by the Lead Prosecutor.

2. Qualifications and experience

Essential

Education and experience:

- Level of secondary education attested by a diploma giving access to post-secondary education and a minimum of 9 years of relevant and proven full-time professional experience.

Specification of experience:

- Proficiency in English and Serbian;
- Minimum 5 years of experience with the use of the Serbian language in Serbian-speaking areas;
- Knowledge of legal terminology including criminal and/or civil law;

Personnel Security Clearance:

- To be in a possession of Security Clearance at the level of EU SECRET or equivalent for seconded candidates from contributing Third States.

Advantageous

- 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 Serbia and Kosovo;
- Ability to work effectively in a team environment;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Strengthening Division

Advisory Unit on Internal Matters

Title: Chief Advisory Unit on Internal Matters – EK 10285 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Vacancy: 1

The Chief Advisory Unit on Internal Matters reports to the Head of Strengthening Division.

1. Main tasks and responsibilities:

- To advise and support the Head of Strengthening Division on all issues related to the Ministry of Internal Affairs;
- To advise and support the Head of Strengthening Division on all issues related to the Mission's contribution to the implementation of the agreements reached in the EU facilitated Belgrade-Pristina dialogue and pertaining to his/her portfolio;
- To supervise, manage and prioritise the Mission's support to the implementation of the agreements of the EU facilitated Belgrade-Pristina dialogue;
- To operationalize – within his/her field of responsibility – the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To direct and supervise the work of the Unit and to manage, prioritize and direct its work to ensure it delivers on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of the Strengthening Division;
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the Unit;
- To guide the Unit's work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA);
- To this end, to drive proactively the implementation of the Mission's MIP in his/her Unit and to report accurately on progress and lack of progress through established procedures, including:
 - to ensure the implementation of the Mission's policies by assertive MMA in the field of potential political interference, accountability and corruption, human rights and gender, etc.;
 - to contribute proactively to the Mission's established cross-cutting mechanisms for cross-division/department cooperation in the key areas of his/her authority;
- To ensure monitoring, mentoring and advising of the senior public servant level of the Ministry of Internal Affairs in line with the Mission's mandate and priorities, including strategic issues related to police development, border issues, public safety, visa liberalisation and civil registry;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate at operational level with other organisational units, in particular the Police Strengthening Department and Border Management Department;
- To liaise, as appropriate, with other external stakeholders;
- To undertake any other related tasks as required by the Head of Strengthening Division.

2. **Qualifications and experience:**

Essential

Education and experience:

- Successful completion of a full course of university studies attested by a degree in Political Sciences, Public Administration, Law or any other related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience.

Specification of experience

- Strong managerial track record, including in change management;
- Progressive professional experience with security/safety issues, preferably including experience in a senior management position within a public administration structure;
- Knowledge of the EU facilitated Pristina-Belgrade dialogue and the EU's overall policies vis a vis Kosovo and the Region;
- Knowledge of the EU Visa Liberalisation Dialogue;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Personnel Security Clearance:

- To be in possession of Personnel Security Clearance at the level of EU SECRET or equivalent for seconded candidates from contributing Third States.

Advantageous:

- 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;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Experience working in a Ministry of Internal Affairs environment;
- Knowledge of Albanian and/or Serbian language.

Strengthening Division

Advisory Unit on Justice Matters

Title: **Chief Advisory Unit on Justice Matters – EK 10294**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Vacancy: 1

The Chief Advisory Unit on Justice Matters reports to the Head of Strengthening Division.

1. Main tasks and responsibilities:

- To advise and support the Head of Strengthening Division on all justice related issues;
- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To direct and supervise the work of the Unit and to manage, prioritize and direct its work to ensure it delivers on the Mission’s mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of the Strengthening Division;
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the Unit;
- To guide the Unit’s work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA), including the Ministry of Justice, the Kosovo Judicial Council and the Kosovo Prosecutorial Council;
- To this end, to drive proactively the implementation of the Mission’s MIP in his/her Unit and to report accurately on progress and lack of progress through established procedures, including:
 - To ensure the implementation of the Mission’s policies by assertive MMA in the field of potential political interference, accountability and corruption, human rights and gender, etc.;
 - To contribute proactively to the Mission’s established cross-cutting mechanisms for cross-division/department cooperation in the key areas of his/her authority;
- To ensure monitoring, mentoring and advising of the senior public servant level of the Ministry of Justice, the Kosovo Judicial Council and the Kosovo Prosecutorial Council in line with the Mission’s mandate and priorities;
- 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, at operational level with other organisational units;
- To liaise, as appropriate, with other external stakeholders;
- To undertake any other related tasks as required by the Head of the Strengthening Division.

2. **Qualifications and experience:**

Essential

Education and experience:

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience.

Specification of experience:

- Experience in an advisory function with local institutions on justice sector reforms;
- Strong managerial background, including in change management;
- 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.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of EU SECRET or equivalent for seconded candidates from contributing Third States.

Advantageous:

- Very good interpersonal and communication skills, both written and oral;
- 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.

Executive Division

Assembly of EULEX Judges

Title: **President of the Assembly of EULEX Judges – EK 10140**

Employment regime: **Seconded**

Vacancy: 1

The President of the Assembly of EULEX Judges reports to Head of Executive Division.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to the Mission's executive mandate in form of adjudication;
- To direct and supervise the members of the Assembly of EULEX Judges, while fully respecting the independence of EULEX judges in adjudicating individual cases;
- To chair the Assembly of EULEX Judges;
- To facilitate and organise the Assembly's efforts of drawing conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams and to consult when necessary with the Strengthening Division for consideration and follow up with the KJC;
- To participate in the selection of EULEX Judges and prosecutors as well as in case allocation and case selection, as member of the respective panels;
- To represent the Assembly of EULEX Judges in other bodies as foreseen in the applicable law;
- To participate in mixed panels with Kosovo judges in the adjudication of cases which fall under the competences of the Supreme Court;
- Through the work in mixed teams with local counterparts to build local capacities 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 consult regularly with the Head of the Executive Division on matters of common interest, namely on the Mission's priorities in accordance with the Mission's overall strategic objectives;
- To provide timely information to the Head of the Executive Division on possible security issues related to the handling of cases by EULEX judges;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission and in particular Annex E of the OPLAN;
- To represent the Mission or the Assembly of EULEX Judges, as appropriate;
- Undertake any other related tasks as required by the Head of the Executive Division.

2. **Qualifications and experience:**

Essential

Education and experience:

- Successful completion of a full course of university studies attested by a degree in law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 11 years of relevant and proven full-time professional experience;

Specification of experience:

- At least 10 years of professional experience as judge, preferably also in higher/appeals courts;
- Extended experience in court management;
- Strong managerial track record;
- Ability to perform under stress and in difficult circumstances.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of EU SECRET or equivalent for seconded candidates from contributing Third States.

Advantageous:

- 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;
- Very good knowledge and/or experience in strategic management and/or public administration.

Executive Division

Special Police Department

Title: **Chief of Staff (Special Police Department) – EK 10236**

Employment regime: **Seconded**

Vacancy: 1

The Chief of Staff reports to Head of Special Police Department.

1. Main tasks and responsibilities:

- To operationalize – within his/her field of responsibility – 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 mandate;
- To support the Head of SPD in managing, prioritizing and directing the work of the Department to ensure they deliver on the Mission’s mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM, including through translating guidance provided into appropriate orders;
- To ensure the preparation of solutions to operational and logistical problems, which will subsequently be presented to the Head of Special Police Department for approval;
- 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 required by the Head of Special Police Department.

2. Qualifications and experience:

Essential:

Education and experience:

- Successful completion of a full course of university studies attested by a degree in law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 7 years of proven full-time professional experience relevant to the tasks of the Special Police Department;

OR

- Successful completion of a full course of university studies attested by a degree in law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 8 years of proven full-time professional experience relevant to the tasks of the Special Police Department;

OR

- Successful completion of a full course in police academy with duration of 3 years or more and, at least 8 years of proven full-time professional experience relevant to the tasks of the Special Police Department.

Specification of experience:

- Certified as Senior Police Officer.
- At least 7 years of progressive professional experience relevant to the tasks of the Special Police Department.
- At least 5 years of experience at middle Management level.
- Lt. Colonel/Chief Superintendent rank or equivalent.
- Certified project management capacity.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of EU SECRET or equivalent for seconded candidates from contributing Third States.

Advantageous:

- 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;
- Excellent negotiation and problem-solving skills;
- Ability to perform under stress and in difficult circumstances;
- Proactive approach and ability to lead efficiently a diverse organizational component.

Strengthening Division

Police Strengthening Department

Title: **Head of Police Strengthening Department – EK 10315**

Employment regime: **Seconded**

Vacancy: 1

The Head of Police Strengthening Department reports to the Head of Strengthening Division.

1. Main tasks and responsibilities:

- To act as direct counterpart to the Kosovo Police Director General;
- To advise and support the Head of Strengthening Division in the management related to the police elements of the Strengthening Division;
- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To direct and supervise the work of the Department and to manage, prioritize and direct its work to ensure it delivers on the Mission’s mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of the Strengthening Division;
- To guide the Department’s work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To this end, to drive proactively the implementation of the Mission’s MIP in his/her Department and to report accurately on progress and lack of progress through established procedures, including:
 - to ensure the implementation of the Mission’s policies by assertive MMA in the field of potential political interference, accountability and corruption, human rights and gender, etc.;
 - to contribute proactively to the Mission’s established cross-cutting mechanisms for cross-division/department cooperation in the key areas of his/her authority;
- To ensure, at operational level, coordination, in particular with the Deputy Head of Executive Division (Police), the Head of the Border Management Department and Chief of Advisory Unit for Internal Matters;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the Department;
- To undertake any other related tasks as required by the Head Strengthening Division.

2. **Qualifications and experience:**

Essential

Education and experience:

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 12 years of relevant and proven full-time professional experience.

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 13 years of relevant and proven full-time professional experience.

OR

- Successful completion of a full course in police academy with duration of 3 years or more and, at least 13 years of relevant and proven full-time police experience.

Specification of experience:

- Proven effective and extensive police experience at middle and upper management at a strategic level;
- Strong managerial track record, in particular in change management.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of EU SECRET or equivalent for seconded candidates from contributing Third States.

Advantageous

- 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.