

# EUROPEAN EXTERNAL ACTION SERVICE



## ANNEX I CORRIGENDUM I TO THE SECOND EXTRAORDINARY CALL FOR CONTRIBUTIONS 2013 FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO)

### ADVERTISEMENT FOR SECONDED/CONTRACTED STAFF MEMBERS

#### Guidelines for Application and Basic Requirements

<b>Organisation:</b>	EULEX KOSOVO					
<b>Job Location:</b>	Western Balkans Region (Kosovo)					
<b>Staff Regime:</b>	Seconded by contributing States or Seconded by an EU Institution / Contracted <sup>1</sup> Employment regime is indicated in each job description					
<b>Job Titles/Vacancy Notice:</b>	Please refer to the job descriptions					
<b>Deadline for applications:</b>	19 April 2013					
<b>Job Titles/Vacancy Notice:</b>	<b><u>Seconded/Contracted</u></b>					
	<i>Ref.</i>	<i>Name of the post</i>	<i>Pending<sup>2</sup></i>	<i>Confirmed Vacancies</i>	<i>Total Vacancies</i>	<i>Available on</i>
	EK 10042	Spokesperson	0	1	0	ASAP
	EK 10044	Head of Planning, Coordination and Compliance Office	0	1	1	ASAP
	EK 10072	Head of Press and Public Information Office	0	1	1	ASAP
	EK 10114	Witness Protection Liaison Officer	1	0	1	ASAP
	EK 10115	Registry Assistant	1	0	1	ASAP
	EK 10116	Operations Officer (Administration)	1	0	1	ASAP
	EK 10117	Procurement and Contract Officer	1	0	1	ASAP
	EK 10118	Senior Legal Officer	1	0	1	ASAP
EK 10124	War Crimes Investigator	2	0	2	ASAP	

<sup>1</sup> International staff contracted by the Head of Mission

<sup>2</sup> Pending the approval of the planning documents

EK 10132	IT Officer	1	0	1	ASAP
EK 10136	Analyst – Prosecutorial Operations	1	0	1	ASAP
EK 10388	Finance and Accounting Officer	0	1	1	ASAP
EK 10396	Intensive Care Unit Nurse	0	1	1	ASAP
EK 10398	Medical Doctor (General Practitioner - General Medicine Specialist)	0	1	1	ASAP
EK 10472	Mission Security Officer - (Special Investigative Task Force)	1	0	1	ASAP
EK 10483	Team Leader / Mission Security Officer - (Special Investigative Task Force)	1	0	1	ASAP

**Seconded**

<i>Ref.</i>	<i>Name of the post</i>	<i>Pending<sup>3</sup></i>	<i>Confirmed Vacancies</i>	<i>Total Vacancies</i>	<i>Available on</i>
EK 10409	Chief Human Resources Training and Development Unit	0	1	0	ASAP

<b>How to apply:</b>	<p><b>For seconded candidates:</b></p> <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. <b>It is essential that both the job title AND the corresponding reference number are clearly marked in the form.</b> No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex II to the following email only, and not any other addresses:</p> <p><b>Civilian Planning &amp; Conduct Capability (CPCC)</b>  <b>E-mail: <a href="mailto:cpcc-kosovoforgen@consilium.europa.eu">cpcc-kosovoforgen@consilium.europa.eu</a></b></p> <p><b>For contracted candidates:</b></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 <a href="http://internationalrecruitment.eulex-kosovo.eu">http://internationalrecruitment.eulex-kosovo.eu</a></p> <p><b>No applications using the Annex II will be accepted.</b> Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt. Only one application form per candidate will be accepted</p>
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<sup>3</sup> Pending the approval of the planning documents

	<p><b>General aspects:</b></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><b>Information:</b></p>	<p>Additional information can be obtained from the EULEX KOSOVO website (<a href="http://www.eulex-kosovo.eu">http://www.eulex-kosovo.eu</a>) or from the following contacts:</p> <p>For questions from national authorities:</p> <p>EULEX KOSOVO Attn. Ms. Antigone Marana Tel: +32 (0)2 584 ext. 2630 <a href="mailto:Antigone.MARANA@ext.eeas.europa.eu">Antigone.MARANA@ext.eeas.europa.eu</a></p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources Tel: +381 38 78 ext. 8878, 6846, 6337 <a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></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 States<sup>4</sup> 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.

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<sup>4</sup> Canada, Croatia, Norway, Switzerland, Turkey and United States of America

**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.

**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://webgate.ec.europa.eu/eeas/ehest/login/signup.php> 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) 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 EEAS 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 EEAS 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.

**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.

## EULEX KOSOVO Second Extraordinary Call for Contributions

### JOB DESCRIPTIONS

#### Seconded/Contracted

Executive Division

Special Investigative Task Force

Title: **Spokesperson – EK 10042**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Spokesperson reports to the Lead Prosecutor.

#### 1. Main tasks and responsibilities

- To act as the Spokesperson of the Special Investigative Task Force (SITF);
- To be the main focal point for all public relations in regards to the work of the SITF;
- To advise the Lead Prosecutor on all communication matters;
- To draft and implement a communication strategy for the SITF;
- To accompany the Lead Prosecutor as necessary on official visits;
- To draft press releases, articles and other relevant material;
- To organise media events for the Lead Prosecutor and the SITF in general;
- To liaise with the relevant EEAS services, in particular the HR Spokesperson, CPCC and the geographical desk, as well as the Mission's Press and Public Information Office, and forward information on Brussels discussions and timetables that could impact on the SITF objectives;
- To monitor and analyse media reporting on all matters pertaining to the SITF and suggest strategies;
- To contribute to monitor global diplomatic and political events that may impact on the political situation in the Balkans and in Kosovo, and on the SITF's work in particular, notably through monitoring the media and political landscape in Kosovo, Serbia and Albania;
- To assist in maintaining close relationship with relevant diplomatic representatives and international media in Brussels with regard to matters pertaining to the SITF;
- To undertake any other related tasks as requested by the Lead Prosecutor.

#### 2. Qualifications and experience

##### Essential

- Successful completion of a full course of university studies attested by a degree in International Relations, Media, Diplomacy, Political Science, Law, Business Administration or other related university studies, 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 three (3) years of relevant and proven full-time professional experience.

**Specification of Experience**

- A minimum of three (3) years of experience in public relations, public information and/or media work;
- International experience preferable, including in crisis areas, with multi-national and international Organisations, ideally in a Spokesperson position;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Excellent drafting skills.

**Personnel Security Clearance**

- To be in a possession of Personal Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Knowledge and experience of relevant processes and procedures of the European Union institutions;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of social media and web design;
- Knowledge of French;
- Experience in working with the military, police, judiciary, prosecution authorities and courts of justice.

Title: **Head of Planning, Coordination and Compliance Office – EK 10044**

Grading category for contracted personnel: **Expert**

Employment Regime: **Seconded/Contracted**

Confirmed Vacancies: 1                  Pending Vacancies: 0

The Head of Planning, Coordination and Compliance Office reports to the Chief of Staff/Deputy Chief of Staff.

## **1. Main tasks and responsibilities**

- To supervise, coordinate, and manage the Planning, Coordination and Compliance Office (PCCO);
- To contribute at the policy level and in his/her field of expertise, to the Mission's efforts on mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanisms;
- To ensure internal communication, cooperation and coordination on the programmatic approach;
- To ensure external communication, cooperation and coordination on the technical planning level with other relevant Rule of Law stakeholders in Kosovo in particular the EU Office in Kosovo with a view to avoid duplication of efforts and maximise synergies;
- To collate and analyse reports coming from the different organisational units, in particular the Divisions, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- To provide regular analysis on the Mission's progress in mandate implementation and monitor compliance of mission activities with EULEX Kosovo mandate and overall EU policies;
- To lead and coordinate the overall evaluation and reporting functions related to the Office's activities, including the MIP;
- To prepare the MIP in coordination with other relevant organisational units and monitor its implementation, including through benchmarking, analysis and evaluation;
- To advise the Divisions, including through co-location of PCCO staff on that level and through evaluation/programme officers, on the tools and means of the MIP as well as on setting the right priorities;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure a regular lessons identified and best practice process in the mission with a view to providing suggestions on improvements;
- To develop new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and monitoring mechanisms;
- To undertake any other related tasks as requested by the Chief of Staff/Deputy Chief of Staff.



## 2. Qualifications and experience:

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Business / Public Administration, Law, Political Science or other related university studies, 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 ten (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 Business / Public Administration, Law, Political Science or other related university studies, 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 eleven (11) years of relevant and proven full-time professional experience.

### **Specification of Experience**

- At least five (5) years of management experience;
- Professional experience, in legal, administrative and operational aspects of Programme Management;
- Very good interpersonal and communication skills, both written and oral;
- Excellent editing and drafting skills;
- Proven experience in evaluation and compliance procedures;
- Substantial knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects.

### **Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for 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, preferably in an CSDP operation;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.);
- Sound understanding of and proven experience in rule of law, development and institution building;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Head of Press and Public Information Office (PPIO) – EK 10072**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Head of PPIO reports to the Chief of Staff/Deputy Chief of Staff.

## 1. Main tasks and responsibilities

- To manage and supervise the Press and Public Information Office (PPIO);
- 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 the Mission Implementation Plan (MIP);
- To act as the Mission's Chief Spokesperson;
- To manage the institutional image of EULEX proficiently, providing relevant advice and guidance;
- To manage the Mission's internal and external communication pro-actively including through press conferences, background briefings, press releases, interviews, website, intranet, social media etc.;
- To write on behalf of the HoM and other senior mission staff articles, interviews, op-eds, commentaries and place them in opinion forming media;
- To pitch stories about EULEX to the media;
- To produce image films and video footage for the free of charge use of the media and place it in TV programmes during prime time;
- To create and promote media campaigns and public outreach in support of a positive public image of EULEX;
- To establish a network with journalists and editor's in chief of key media;
- To contribute to the Mission's efforts to support local rule of law institutions in their PR work;
- To analyse the public impact of the effectiveness of activities;
- To be responsible for the production of the daily media monitoring and its dissemination internally through the structure, jointly with the EUSR;
- To publish a corporate magazine;
- To undertake any other related tasks as requested by the Chief of Staff/Deputy Chief of Staff.

## 2. Qualifications and experience

### Essential

- Successful completion of a full course of university studies attested by a degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related university studies, 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 ten (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 Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related university studies, 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 eleven (11) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years of management experience;
- Sound knowledge of and experience with strategic communication issues and running media and outreach campaigns;
- Track record of managing successfully the image of a large organisation;
- Track record of issues and reputation management;
- Substantive experience working in media, PR and/or advertising;
- Excellent copywriting and copyediting skills.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Substantial knowledge of the media landscape;
- Good network and contacts with key media, PR and Advertising Agencies;
- 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 interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Experience in TV and Radio Production.

Title: **Witness Protection Liaison Officer – EK 10114**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0          Pending Vacancies: 1

The Witness Protection Liaison Officer reports to the Lead Prosecutor.

### **1. Main tasks and responsibilities**

- To liaise with EULEX Witness Security Department and other national witness protection units in all witness protection related matters;
- To liaise with other necessary institutions, agencies and organizations as required for the preparation, organization and implementation of protection programs including the relocation of witnesses and protected persons;
- To advise on and conduct initial assessments of witnesses and other persons for protection purposes;
- To carry out risk and threat assessments on witnesses and related persons who may be under threat and complete reports suitable for submission in criminal proceedings;
- To establish, maintain and update professional contacts with witness protection units across Europe and globally;
- To conduct all the necessary actions in preparation for witnesses and protected persons relocation abroad after initial approval and otherwise to provide coordination and assistance to EULEX Kosovo WSD and National unit case handlers in the implementation of protection programs;
- The staff member should be willing to be located in Pristina and/or Brussels and undertake extensive duty travel worldwide; and,
- To undertake any other related tasks as required by the Lead Prosecutor.

### **3. Qualifications and experience**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, International studies or similar 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 three (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, International studies or similar 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 four (4) years of relevant and proven full-time professional experience.
- OR
- Equivalent education in Police / Military academy and at least four (4) years of relevant and proven full-time experience.

### **Specification of Experience**

- Minimum of two (2) years of professional experience in implementing international cooperation measures;
- Significant experience in the provision of witness protection programs at a national level;
- Demonstrable experience in victim support issues in relation to serious criminal acts, crimes against humanity, violation of human rights, victim testimony, witness protection programs and victim / family counseling; and,
- Thorough knowledge of modern office procedures and equipment, the use of secure communications devices and software, and simple maintenance of all issued electronic equipment.

### **Personnel Security Clearance**

- To be in a possession of Personal Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

### **Advantageous**

- Experience in the provision of witness protection at an international level in war crimes / organized crime / terrorism cases preferably with international tribunals;
- 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 organizations;
- Ability to perform under stress and in difficult circumstances; resilient and capable of operating independently;
- Excellent interpersonal and communication skills particularly in the international arena;
- Proven ability to operate with strong respect for diversity;
- Excellent organisational, planning and time-management skills;
- Ability to analyze, select, check and integrate diverse information from varied sources;
- Ability to handle sensitive matters and displays sound judgement;
- Knowledge of the Albanian and/or Serbian language;
- Trained in firearms.

Title: **Registry Assistant – EK 10115**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0          Pending Vacancies: 1

The Registry Assistant reports to the Lead Prosecutor.

**1. Main tasks and responsibilities:**

- To coordinate case management and electronic/hard copy document administration under the instruction and guidance of the Registrar and under the supervision of the Lead Prosecutor and Deputy Lead Prosecutor of the Special Investigative Task Force;
- To assist in the maintenance and management of the SITF registry system;
- To assist in the maintenance of the case management information system of the SITF;
- To carry out documentary evidence processing and ZYLAB data entry;
- To carry out operator level system management in ZYLAB;
- 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 officers in developing and maintaining investigatory and prosecutorial databases;
- To undertake any other related tasks as requested by the Lead Prosecutor.

**2. Qualifications and experience:**

**Essential**

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

**Specification of experience**

- At least three (3) years of experience in a national jurisdiction, international tribunal or hybrid international court as a registrar, case manager, trial support assistant/clerk or evidence management assistant/clerk (or combination thereof), or a substantially similar function.
- Substantial experience in the use of electronic document management and retrieval systems;
- To be able to handle a high workload;
- Excellent computer skills in particular the MS Office applications.

**Personnel Security Clearance**

- To be in a possession of Security Clearance at the level of SECRET UE/EU SECRET or equivalent for 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.

Title: **Operations Officer (Administration) – EK 10116**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0          Pending Vacancies: 1

The Operation Officer (Administration) reports to the Lead Prosecutor.

#### **1. Main tasks and responsibilities**

- To assist the Deputy Lead Prosecutor in carrying out both strategic and day-to day administrative responsibilities;
- To coordinate and ensure the efficient workflow and communication between, and backfill as necessary, the work of administrative officers (Finance and Accounting, Human Resources, Procurement and Contract Management Officer and Administrative Assistant) within the administrative cell of SITF to ensure the effective support of operational staff of SITF in the execution of SITF's mandate and tasks;
- To ensure the establishment, implementation and/or compliance with financial and administrative rules and procedures relevant to all administrative functions and operations;
- To draft instructions, guides, briefs, justification notes, decision memoranda and any other administrative documents on behalf of the Lead Prosecutor/Deputy Lead Prosecutor;
- To liaise with all administrative units and heads of administrative units in EULEX Kosovo HQ and/or CPCC and otherwise to coordinate, as appropriate, with external stakeholders at the appropriate level;
- To study and propose operational and management decisions with the objective of increasing the efficiency of the SITF from an administrative point of view;
- To receive, filter, oversee and file incoming and outgoing administrative correspondence and to supervise the maintenance of an interoffice filing system, and the provision of secretarial/administrative support;
- To act as project manager, task manager or deputize for the same in relation to SITF procurements;
- The selected staff member should be willing to be located either in Pristina or in Brussels; and
- To undertake any other related tasks as requested by the Lead Prosecutor.

#### **4. Qualifications and experience**

##### **Essential**

- Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Law, Public Administration, Finance/Accounting or in a 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 five (5) years of relevant and proven full-time professional experience.

##### **OR**

- Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Law, Public Administration, Finance/Accounting or in a relevant field, where the normal duration of university education in the country awarded is four (3) years or more and, after having obtained the university degree at least five (6) years of relevant and proven full-time professional experience

OR

- Equivalent education in Police / Military Academy and at least six (6) of relevant and proven full-time professional experience.

**Specification of Experience**

- At least five (5) years progressive professional experience in any one or combination of specific administrative fields (finance, human resources, logistics and procurement);
- Demonstrated experience in drafting administrative memoranda, instructions and/or policies.
- Demonstrated experience and understanding of the fundamental principles in finance, procurement and human resources – recruitment and personnel administration.
- Extensive experience in the use of MS office and databases.

**Personnel Security Clearance**

- To be in a possession of Personal Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

**Advantageous**

- Experience serving as a coordinator/team leader/ supervisor in a multi-disciplinary administration department, in a CSDP Mission, national government office or with an international organization.
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.
- Creative mind set and good negotiation, mediation and problem solving skills.



Title: **Procurement and Contract Officer – EK 10117**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0          Pending Vacancies: 1

The Procurement and Contract Officer reports to the Lead Prosecutor.

**1. Main tasks and responsibilities:**

- To assist and advise the Lead Prosecutor on all procurement, contractual and purchasing issues;
- To develop, manage and coordinate all procurement procedures/processes for the SITF in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To develop and maintain professional relationships and working partnerships with the European Commission in the field of procurement for the SITF;
- To contribute to the management and update of the SITF's Procurement Plan;
- To liaise with colleagues from EULEX Kosovo such as the Procurement Unit, European Commission, and others as necessary;
- To perform requisite administrative and technical tasks at all phases of the contract tendering process, ensuring that tenders and contract documentation are compliant with all current legislation, policies and procedures;
- To prepare and dispatch tendering procedures and contract documentation, and to coordinate responses to tender enquiries, produces contracts and amendments;
- To advise and coordinate with Project Manager, Finance Manager and other SITF staff to ensure proper receipt of invoices on all contracts and ensure prompt payment to Contractors;
- To support the production of reports for Senior Managers on a range of procurement related activities, documenting processes, procedures and decisions, making recommendations as appropriate;
- To assist and advise in risk assessment on financial and procurement regulatory frameworks and the underlying legal environment by contributing to the review and implementation of procurement processes, tools and methods;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Lead Prosecutor.

**2. Qualifications and experience:**

**Essential**

1. Successful completion of a full course of university studies attested by a degree in Law, Public Administration, Business Administration, Finance or other related university studies 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 two (2) 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, Public Administration, Business Administration, Finance or other related university studies 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 three (3) years of relevant and proven full-time professional experience.

**Specification of experience**

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- 
- Proven capacity to use computerised office tools (especially MS Office applications such as Word, Excel and databases).

**Personnel Security Clearance**

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

**Advantageous**

- International experience, particularly in crisis areas with multi-national and international organizations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Experience working in an EU Mission specifically with the management of tendering processes and audits, including EU procedures; Knowledge of handling secret, confidential or protected files;
- Professional experience in the administration of public procurement procedures and contract preparation in the public sector; Experience in planning procurement activities for international/multinational organisations;
- Ability to perform under stress and in difficult circumstances;
- Experience in risk assessment activities.

Title: **Senior Legal Officer – EK 10118**

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

Employment regime: **Seconded/Contracted**

Confirmed Vacancies: 0          Pending Vacancies: 1

The Senior Legal officer reports to the Lead Prosecutor.

### **1. Main tasks and responsibilities**

- To supervise the work of the Legal Support Section of SITF including other legal officers and analysts (prosecutorial operations) under the overall direction and supervision of the Lead Prosecutor;
- To supervise and coordinate the provision of assistance and advice on applicable law to SITF Prosecutors;
- To supervise, direct and carry out quality control in the preparation of legal submissions, including indictment, briefs, motions/responses/replies, and communications with other parties in the proceedings in the course of investigations and prosecutions;
- To assist SITF Prosecutors in fulfilling pre-trial and trial obligations towards the other parties in the proceedings including first level pre-disclosure review of evidence;
- To assist SITF Prosecutors as a legal officer/investigator under the supervision of a prosecutor in pre-trial, trial or appellate proceedings;
- To conduct witness interviews and proof witnesses prior to trial;
- To prepare or assist prosecutors in strategies to maximize the efficacy and economy of the presentation of evidence;
- To coordinate with other court officials on confidential information / legal filing tasks;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Lead Prosecutor.

### **5. Qualifications and experience**

#### **Essential**

- 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 nine (9) 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 ten (10) years of relevant and proven full-time professional experience.

### **Specification of Experience**

- At least two (2) years of supervisory experience over other lawyers including in the review of draft legal documents and legal filings, and in coaching, mentoring and otherwise developing legal drafting skills.
- At least nine (9) years of professional experience in criminal law either as a lawyer, prosecutor or judge, legal officer/ jurist at a prosecution office or court, defence attorney, injured party legal representative or legal officer at an international tribunal or hybrid international court;
- At least five (5) years of progressively responsible professional experience in the field of criminal Law with an international / hybrid international court or tribunal.
- Extensive experience in drafting court submissions in international criminal cases and excellent legal drafting skills.

### **Personnel Security Clearance**

- To be in a possession of Personal Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

### **Advantageous**

- Substantial experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, or an international tribunal or hybrid international court;
- 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 organizations;
- Ability to perform under stress and in difficult circumstances.

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

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0                      Pending Vacancies: 2

The War Crimes Investigator reports to Investigation Team Leader.

**3. Main tasks and responsibilities:**

- To maintain investigations as tasked, to undertake substantive investigation measures, and to consolidate data;
- To 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, in consultation with the Special Investigative Task Force prosecutors. 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 requested by the Investigation Team Leader (Special Investigative Task Force).

**4. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, or other related university studies, 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 three (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 university studies, 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 four (4) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police / Military Academy and at least four (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 SECRET UE/EU SECRET or equivalent for 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: **IT Officer – EK 10132**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0          Pending Vacancies: 1

The IT Officer reports to the Lead Prosecutor.

### **1. Main tasks and responsibilities**

- To establish and maintain a highly secure internal computer network for the Special Investigative Task Force;
- To perform regular back-ups of the Special Investigative Task Force computerised information;
- To act as the point of contact for IT & Communication issues between the Special Investigative Task Force and the other Mission Units;
- To maintain contact with the Communication and Information Technology Section in Administration for all IT issues related to the Special Investigative Task Force;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Lead Prosecutor.

### **2. Qualifications and experience**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Information technology or other related university studies, 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 three (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 Information technology or other related university studies, 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 four (4) years of relevant and proven full-time professional experience.

#### **Specification of experience**

- Relevant expertise in the management of Windows 2000 Server;
- Relevant expertise and knowledge of TCP/IP protocols;
- Good working knowledge of Microsoft office applications;
- Knowledge and/or experience in developing internal office IT management and communication systems, processes, and policies.

#### **Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous**

- Knowledge of Lotus Notes administration;
- Previous knowledge of i2 products (ibase and Analyst Notebook);
- Experience managing IT operations in a highly secure setting;
- Substantial knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- 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 knowledge and/or experience in developing internal office IT management and communication systems, processes, and policies;
- Very good interpersonal and communication skills, both written and oral.



Title: **Analyst – Prosecutorial Operations – EK 10136**

Employment regime: **Seconded/Contracted**

Grading category for Contracted personnel: **Mission Support Staff - Management level**

Confirmed Vacancies: 0                  Pending Vacancies: 1

The Analyst – Prosecutorial Operations reports to the Lead Prosecutor.

**1. Main tasks and responsibilities:**

- To participate in the preparation of evidence for indictment filing and potential trial proceedings including disclosure review;
- To assist in the interviews of suspects, witnesses or victims;
- To carry out the analysis of factual findings in judgments and evidential gap analysis;
- To collect evidence, ensuring that the necessary evidentiary chains are established and maintained;
- To provide analytical support to prosecutors, investigators and legal officers of the Special Investigative Task Force (SITF);
- To participate in field activities;
- To produce analysis reports as required;
- To collect, collate and synthesize multi-sourced data, information and evidence;
- To participate in the acquisition and analysis of general intelligence and evidence;
- To work as part of a multi-disciplinary investigative team;
- To collect, develop and exploit leads;
- To provide advice on the relevant paramilitary background in the context of political, administrative and security aspects of the conflict in the former Yugoslavia with special reference to mandate of the SITF;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Lead Prosecutor.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Police Science, Intelligence, Criminology, Social Sciences, Mathematics or other related university studies, 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 five (5) 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, Police Science, Intelligence, Criminology, Social Sciences, Mathematics or other related university studies, 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 six (6) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of Police Academy with duration of three (3) years or more and at least six (6) years of relevant and proven full-time professional experience.

**Specification of experience**

- Extensive and progressive professional experience in intelligence issues and/or complex data, and in the preparation of all types of evidence for submission at trial;
- Ability to acquire useful information from a variety of sources and excellent writing skills for drafting accurate reports;
- Demonstrated ability to edit and critically assess expert and analytical reports;
- Excellent working knowledge of analysis and document management software and tools;
- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic.

**Personnel Security Clearance**

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

**Advantageous**

- Substantial experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Finance and Accounting Officer – EK 10388**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed Vacancies: 1          Pending Vacancies: 0

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

### **1. Main tasks and responsibilities:**

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

### **2. Qualifications and experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Economics, Finance or Accounting, 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 five (5) years of relevant and proven full-time professional experience.

#### **Specification of experience**

- Excellent analytical, research and problem-solving skills;
- Ability to operate Windows, including MS Office and especially extremely confident with spreadsheets, or PC based accounting systems.

**Personnel Security Clearance**

- To be in possession of a Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances

Title: **Intensive Care Unit Nurse – EK 10396**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: Pending Vacancies: 0

The Intensive Care Unit Nurse reports to the Chief of Medical Unit.

### **1. Main tasks and responsibilities**

- To work in the intensive care unit, emergency room, the nursing facility, the out-patient clinic and the mobile medical services;
- To respond to emergency calls and assist doctors in providing adequate care and performing respective duties in the treatment of the patient;
- To perform medical briefing for incoming staff;
- To perform ECG, and other medical exam such as blood tests, glucose, and urine test as required;
- To prepare patient for different intervention and escort patient to other medical facilities as require;
- To perform nursing care and generally all activities related to her professional capacity;
- To accord patients fair and equal treatment regardless of ethnic background;
- To maintain patient records and exercises absolute confidentiality;
- To assist in providing health education and addressing work environment and occupational health issues;
- To design and implements outreach programs for EULEX Personnel;
- To contribute actively in planning and organizing preventive and promoting medical fairs;
- To contribute actively in the In-service education for nurses;
- To maintain the pharmacy database / statistics, ensures its integrity and advises on stock status;
- To be responsible for the medical supplies and availability of sufficient equipment in the intensive care unit;
- To perform shift duties including nights, week-ends and on-calls as required;
- To undertake any other related tasks as required by the Chief of Medical Unit.

### **2. Qualifications and experience**

#### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education;
- Qualified Registered Nurse with accredited Nursing Diploma Programme (preferably EU recognised).

#### **Specification of experience**

- Formal training and at least 3 years of current experience in intensive care nursing required;
- Sufficient Emergency Medical Skills;
- Excellent spoken and written command of the English language.

**Personnel Security clearance:**

- No Personnel Security Clearance is needed.

**Advantageous**

- Experience in perioperative care;
- Teaching experience and certificate as trainer (e.g. ALS);
- Knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Medical Doctor (General Practitioner - General Medicine Specialist) – EK 10398**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1                      Pending Vacancies: 0

The Medical Doctor (GP/General Medicine Specialist) reports to the Chief of Medical Unit.

### **1. Main tasks and responsibilities**

- As part of the medical team of EULEX, performs medical examinations and routine check-ups of EULEX mission members;
- To establish diagnoses and decides on the medical management of patients;
- To work in the Out-patient Clinic, In-patient Facility, Emergency Room and the Ambulance Emergency Medical Services;
- To respond to emergency calls and provides adequate treatment of the patient;
- To prepare patients for interventions and escorts patients to other medical facilities as required;
- To stay on call as required and performs shift duties including nights and week-ends;
- To discuss complex cases with the Chief of Medical Unit, and assist in collecting information to substantiate / justify medical evacuations;
- To lead, advise and supervise local EULEX doctors GP's in regular out-patient clinical duties and in collaboration with them provides quality assured general practice;
- To co-operate closely with medical staff of other international organisations working in the EULEX mission area to exchange information on the basis of pertinent technical arrangements;
- To assist the Chief of Medical Unit in monitoring the epidemiological and overall medical situation in the area of operation, promoting and implementing preventive medical and occupational health measures, including hygiene medical campaigns and recommendations for immunizations;
- To assist the Chief of Medical Unit in research and surveys on identified medical topics, as required;
- To refer staff to outside specialists as necessary and follows-up with such cases;
- Communicates with and updates the Chief of Medical Unit on any issue required in the EULEX medical facilities;
- To maintain patient's records as per the official EULEX procedures and instructions, and exercise confidentiality;
- To participate in addressing work environment and occupational health issues;
- To provide hands-on training to the local EULEX doctors and staff in her / his area of expertise;
- To keep detailed statistics and reports updates to the Chief of Medical Unit;
- To undertake any other related tasks as requested by the Chief Medical Unit.

### **2. Qualifications and experience:**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Medicine with specialization in General Practice (EU recognised), where the normal duration of university education in the country awarded is five (5) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years of progressive clinical experience in the field of General Practice and / or other relevant clinical specialty;
- Advanced Emergency Medical Skills (ALS certificate) recognized in the EU desirable;
- Excellent spoken and written command of the English language essential.

**Personnel Security Clearance:**

- No Personnel Security Clearance is needed.

**Advantageous**

- Knowledge of the functioning of the EU and in particular CSDP missions;
- 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 interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;



Title: **Mission Security Officer (Special Investigative Task Force) – EK 10472**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff- Management Level**

Confirmed Vacancies: 0          Pending Vacancies: 1

The Mission Security Officer (Special Investigative Task Force) reports to Team Leader/Mission Security Officer attached to the SITF .

**Place of work will be Brussels (Belgium).**

**1. Main tasks and responsibilities:**

- To provide personal security advice and support to the Task Force members both in Brussels and in the Mission;
- To develop and maintain a specific security policy and procedures in support of the Task Force staff and ensuring they are followed and periodically reviewed and amended accordingly;
- To gather, analyse and assess information that may affect the safety and security of the Task Force staff;
- To ensure timely and accurate security reporting;
- To carry out threat/risk assessment in order to ensure appropriate security measures are put in place, in a timely and effective manner;
- To conduct regular meetings with the Task Force members in relation to possible threats and risks;
- To identify an plan for financial and projected needs of the Task Force security unit for budgetary and planning purposes;
- To oversee use, handling and storage of secure communication equipment;
- To closely liaise with designated security information focal points (Diplomatic/Police/Military) in Brussels;
- To conduct security training for Task Force members in residential, office, travel and awareness, as well as identifying training needs in other areas;
- To assist IT with setting up and implementing IT Security for the Task Force;
- To produce security based travel advisories when required;
- To undertake any other related tasks as required by the Team Leader/Mission Security Officer and / or the Senior Mission Security Officer (SMSO).

**2. Qualifications and experience:**

**Essential**

- University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or civilian security organisation with specialised training on field operations, force protection and/or security or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team.
- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management.

- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police.

**Specification of experience:**

- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- International experience of an ESDP/CSDP desirable together with experience of multinational and international organizations / Missions.
- Authorized 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;
- Ability to analyse information.

**Personnel Security Clearance:**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

**Advantageous**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of Albanian and/or Serbian language;
- Successful completion of the EEAS Mission Security Officers (MSO) Certification Course;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances.

**Title: Team Leader/Mission Security Officer, Security and Safety Department (attached to the Special Investigation Task Force). EK 10483**

**Employment regime: Seconded/Contracted**

**Grading category for contracted personnel: Mission Support Staff- Management Level**

**Confirmed Vacancies: 0          Pending Vacancies: 1**

The Team Leader/Mission Security Officer attached to the Special Investigation Task Force (SITF), reports to the Senior Mission Security Officer (SMSO).

### **Job Description**

Under the overall guidance of the SMSO:

- Managing all security resources for the SITF, thereby ensuring a safe operating environment for SITF staff working in Belgium and abroad. Responsible for planning, tasking, and coordinating MSOs allocated under command as necessary, together with guiding and managing their roles and performance.
- To develop, implement, update and maintain SITF security policies and procedures;
- To carry out threat/risk assessments in order to ensure appropriate SITF security measures are put in place, in a timely and effective manner;
- To gather, analyze, assess and brief on information that may affect the safety and security of the SITF staff, assets, information and reputation in Brussels, the Mission area, and other countries as necessary, giving physical and material support as appropriate;
- To liaise with EULEX Mission individuals and departments as well as designated security information focal points (Diplomatic / Police / Military) in any locations where the SITF operate or may operate in the future.
- Supervision of the SITF security team, managing their tasks and setting out their priorities.
- Liaison with SMSO EULEX Security and Safety Department, to arrange additional support as necessary.
- To ensure timely and accurate security reporting.
- To assist with all aspects of IT Security for the SITF.
- To oversee use, handling and storage of secure communication equipment
- To oversee use, handling and storage of sensitive information and EUCI.
- To identify the future needs of the SITF. Planning, budgeting, and implementing procurement actions for goods and services as appropriate, together with supervision of the security contracts.
- To conduct or oversee security training for SITF members in residential, office, travel and general security awareness, as well as identifying future training needs.
- Other tasks as directed by the EULEX Kosovo SMSO.

## **2. Qualifications and experience**

### **Essential**

#### **Education**

- University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or civilian security organisation with specialised training on field operations, force protection and/or security or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team.
- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management.
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 7 years of progressively responsible professional experience at management level in the civilian security sector in the military/police.

#### **Specification of experience:**

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds
- Ability to work in difficult, stressful circumstances on own initiative, with minimal information and sometimes alone and without direct support.
- Demonstrated ability to contribute creatively to the development of security policies and procedures
- Authorized to carry and be issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving license of Category C;

#### **Personnel Security Clearance**

To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU  
SECRET

#### **Language**

- Excellent written and spoken English.

#### **Advantageous**

- Completion of the EEAS Security Officers Certification Course (MSO) highly desirable; knowledge of EU security policies and security organisation is also highly desirable;
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions. with substantial knowledge of the functioning of the EU and in particular CSDP missions; knowledge about the political, cultural and security situation in Kosovo in particular and the Balkans in general.
- Previous experience in investigation security;
- Working knowledge of French and some knowledge of Albanian and/or Serbian;
- Experience in working with, handling and storing EU Classified Information;
- Knowledge of CSDP mission procurement;
- The position is based in Brussels, but extensive duty travel will be required at short notice.

## JOB DESCRIPTIONS

### Seconded Position

Mission Support Department

Human Resources Office/Human Resources Training and Development Unit

Title: **Chief Human Resources Training and Development Unit – EK 10409**

Employment regime: **Seconded**

Confirmed Vacancies: 1          Pending Vacancies: 0

The Chief Human Resources Training and Development Unit reports to the Head of Human Resources Office.

#### 1. Main tasks and responsibilities

- To direct, supervise and coordinate the Human Resources Training and Development Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for proposing to the Head of Human Resources Office the setting up and implementation of relevant Mission internal strategies, policies and procedures fully in line and in support of the Mission's overall strategies and operational needs;
- To ensure the development and implementation of an effective induction training for all staff joining the Mission;
- To assess training needs throughout the Mission at all levels in coordination with Mission management and line managers and develop new training and staff development programs or modify existing programs;
- To plan and organise trainings and other staff development activities;
- To evaluate the effectiveness of training and staff development programs and improve them;
- To develop and organize training manuals, multimedia visual aids, and other educational materials;
- To enhance and manage the staff performance management process centred around Performance Evaluation Reports with the aim of improving organisational performance;
- To develop and implement a staff succession system including tools such as handover notes, advice on specific training to newcomers and coaching;
- To chair the Recreational Advisory Board and contribute to employee welfare and engagement;
- To undertake any other related tasks as requested by the Head of Human Resources Office.

#### 2. Qualifications and experience:

##### Essential

- Successful completion of a full course of university studies attested by a degree in Human Resources, Business Administration, Industrial / organisational psychology or other related university studies, 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 seven (7) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least seven (7) years of professional experience in HR, training and development and / or performance management;
- At least five (5) years of management experience;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

**Personnel Security Clearance**

- To be in a possession of Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for 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;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.