

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX I

1-2014 CALL FOR CONTRIBUTIONS 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 or Seconded by an EU Institution / Contracted* Employment regime is indicated in each job description					
Job Titles/Vacancy Notice:	Please refer to the job descriptions					
Deadline for applications:	9th May 2014 (17h00 Brussels time)					
Job Titles/Vacancy Notice:	<u>Seconded/Contracted</u>					
	<i>Ref.</i>	<i>Name of the post</i>	<i>Pending *</i>	<i>Confirmed Vacancies</i>	<i>Total Vacancies</i>	<i>Available on</i>
	EK 10030	Operations Officer	0	2	2	Jul-14
	EK 10047	Evaluation/Programme Officer	0	2	2	Jul-14
	EK 10048	Programme Manager (Division Level)	0	1	1	Jul-14
	EK 10092	Prosecutor	0	3	3	Jul-14
	EK 10093	Legal Officer	4	0	4	Jul-14
	EK 10118	Senior Legal Officer	0	1	1	Jul-14
	EK 10127	Prosecutor	1	0	1	Jul-14
	EK 10145	Appeals Judge for KPA Appeals	0	1	1	Aug-14
EK 10146	Criminal Judge at Supreme Court/Appellate Court	0	2	2	Jul-14	
EK 10147	Judge in Special Chamber of the Supreme Court (privatisation matters)	0	1	1	Jul-14	

* International staff contracted by the Head of Mission

* Pending the approval of the planning documents or the tour of duty extension

EK 10149	Criminal Judge at Mitrovica (Basic) Court level	0	1	1	Jul-14
EK 10150	Legal Officer at the Supreme Court /Appellate Court	1	1	2	1 Jul, 1 Aug-14
EK 10176	EU Office for Criminal Intelligence Analyst	0	1	1	Jul-14
EK 10194	Customs Officer	0	5	5	Jul-14
EK 10201	Customs Monitor (IBM)	0	1	1	Jul-14
EK 10216	Lawful Interception / Organised Crime Investigations Officer	0	1	1	Jul-14
EK 10228	Investigator, Financial Investigation Team	0	4	4	3 in Jul, 1 in Aug-14
EK 10291	Civil Registration Database Expert	0	1	1	Jul-14
EK 10296	Kosovo Prosecutorial Council Advisor	0	1	1	Jul-14
EK 10301	Advisor in Security (Correctional Unit)	0	1	1	Jul-14
EK 10368	Customs Monitor / Mobile Team	0	1	1	Jul-14
EK 10380	Head of Mission Support Department	0	1	1	Jul-14
EK 10382	Administration Officer	0	1	1	Jul-14
EK 10385	Verification Officer	0	1	1	Jul-14
EK 10388	Finance and Accounting Officer	0	1	1	Jul-14
EK 10390	Procurement Officer	1	0	1	Jul-14
EK 10398	Medical Doctor (General Practitioner-General Medicine Specialist)	0	1	1	Jul-14
EK 10421	Chief Transport Unit	0	1	1	Jul-14
EK 10436	Chief of Building Management Unit	0	1	1	Jul-14
EK 10474	Security Information Analyst	0	1	1	Jul-14
EK 10485	Member of the Human Rights Review Panel	0	1	1	Jul-14

<u>Seconded</u>					
<i>Ref.</i>	<i>Name of the post</i>	<i>Pending*</i>	<i>Confirmed Vacancies</i>	<i>Total Vacancies</i>	<i>Available on</i>
EK 10027	Chief of Staff	1	0	1	Jul-14
EK 10039	SITCEN Police Operator	0	3	3	Jul-14
EK 10056	Head of Political/Reporting Office	0	1	1	Jul-14
EK 10111	Operations Officer of International Police Cooperation Unit	0	1	1	Aug-14
EK 10173	Regional Criminal Intelligence Team Leader	0	1	1	Jul-14
EK 10183	Special Liaison Intelligence Officer	0	1	1	Jul-14
EK 10191	Deputy Head of Border/Boundary Department North	0	1	1	Jul-14
EK 10192	Gate Commander (Gate 1/31)	0	2	2	Jul-14
EK 10195	Border Police Officer (Gate 1/31)	0	16	16	10 in Jul, 6 Aug-14
EK 10196	Team Leader - Mobile Team	0	1	1	Jul-14
EK 10202	Border Police Monitor (IBM)	0	6	6	Jul-14
EK 10203	Team Leader North	0	3	3	2 in Jul, 1 in Aug-14
EK 10214	Organised Crime Investigation Officer	0	16	16	14 in Jul, 2 in Aug-14
EK 10220	Chief of War Crimes Investigation Unit	0	1	1	Jul-14
EK 10222	Research/Intelligence Officer	0	2	2	Jul-14
EK 10223	War Crimes Investigation Team Leader	0	1	1	Jul-14
EK 10224	Investigator of the War Crimes Investigation Team	0	8	8	Jul-14
EK 10235	Head of Special Police Department	0	1	1	Aug-14
EK 10237	Chief Information Management Cell, SPD	0	1	1	Jul-14
EK 10238	Information Management Cell Officer, SPD	0	1	1	Jul-14
EK 10244	Chief of Operation Cell, Special Police Department	0	1	1	Jul-14
EK 10245	Operations Officer, Special Police Department	0	4	4	Jul-14
EK 10262	SWAT Operator	0	4	4	Jul-14
EK 10267	Close Protection Officer (SPD)	0	7	7	Jul-14
EK 10287	Migration Management Expert	0	1	1	Jul-14
EK 10288	Advisor to Kosovo Police Inspectorate Department	0	2	2	Jul-14
EK 10292	Migration Advisor	0	1	1	Jul-14
EK 10317	Coordination Officer to Head of PSD	0	1	1	Jul-14
EK 10323	Advisor to Department for	0	1	1	Jul-14

		Public Safety				
EK 10324		Advisor to Assistant Deputy Director General Investigations	0	1	1	Aug-14
EK 10325		Advisor to Department for Criminal Investigations	0	1	1	Jul-14
EK 10329		Advisor to Department Against Organized Crime	0	1	1	Aug-14
EK 10332		Advisor to Directorate for Investigation Support	0	1	1	Jul-14
EK 10333		Coordinator (Regional Advisory Unit)	0	1	1	Jul-14
EK 10334		Regional Advisor (Regional Advisory Unit)	0	4	4	2 in Jul, 2 in Aug-14
EK 10335		Mobile Advisor (Regional Advisory Unit)	0	12	12	11 in Jul, 1 in Aug-14
EK 10340		Analyst (FIC/FIU)	0	1	1	Aug-14
EK 10343		Station Advisor (Mitrovica Region)	0	7	7	Jul-14
EK 10355		Customs Investigations Advisor	0	1	1	Jul-14
EK 10358		Border Police Advisor to Investigation Intelligence	0	1	1	Jul-14
EK 10360		Team Leader - Airport Team	0	1	1	Jul-14
EK 10361		Border Police Monitor (to Airport KP Chief of Operations)	0	1	1	Jul-14
EK 10364		Border Police Monitor (to Airport Investigation/Intelligence)	0	1	1	Jul-14
EK 10365		Border Police Monitor (to Airport KP Arrival & Departure Section)	1	0	1	Aug-14

How to apply:	<p>For seconded candidates:</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. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex II to the following email only, and not any other addresses:</p> <p>Civilian Planning & Conduct Capability (CPCC) E-mail: cpcc-kosovoforgen@consilium.europa.eu</p> <p>For contracted candidates:</p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use exclusively the online application form, posted in http://InternationalRecruitment.eulex-kosovo.eu No applications using the Annex II will be accepted. Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt. Only one</p>
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	<p>application form per candidate will be accepted</p> <p>General aspects:</p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority. No further documentation besides the standard application form is necessary.</p>
Information:	<p>Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or from the following contacts:</p> <p>For questions from national authorities:</p> <p>EULEX KOSOVO Attn. Ms. Antigone Marana Tel: +32 (0)2 584 ext. 2630 Antigone.MARANA@ext.eeas.europa.eu</p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources Tel: +381 38 78 ext. 8878, 6846, 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 documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Tour of Duty/Contract Period – Subject to the adoption of a Council Decision extending the Missions' mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months. Regardless of the above, the continuation of any tour of duty/contract extending beyond 14 June 2014 (the end of the current mandate) is entirely dependent on the requirements after the end of the existing mandate. A number of the advertised vacancies may have to be withdrawn upon adoption of the new OPLAN.

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.

¹Canada, 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.

1-2014 EULEX KOSOVO Call for Contributions

Job descriptions

Office of the Chief of Staff

Title: Operations Officer – EK 10030 Employment regime: Seconded/Contracted Grading category for contracted personnel: Mission Support Staff - Management level Confirmed Vacancies: 2 Pending Vacancies: 0

The Operations Officer reports to the Chief of Staff through the Deputy Chief of Staff.

1. Main tasks and responsibilities

- To assist the Office of the Chief of Staff in its role as set out in the Mission's mandate and tasks as set out in the planning documents;
- To assist the Office of the Chief of Staff in tasking and taking appropriate action on all incoming requests and matters;
- To accompany the Chief of Staff/Deputy Chief of Staff to meetings, and to take minutes and manage the tasking of the resulting actions under the supervision of the Deputy Chief of Staff as appropriate;
- To assist the Office of the Chief of Staff in managing, prioritising, directing and coordinating the work of EULEX;
- To prepare draft reports, after action reviews and other documents for the Chief of Staff and Deputy Chief of Staff in consultation, as appropriate, with other relevant organisational units;
- To select and analyse information contained in internal and external correspondence and communications;
- To maintain contacts with other organisational units as required;
- To undertake any other related tasks as requested by the Deputy Chief of Staff.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Diplomacy, Social Sciences, Business Administration 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 Diplomacy, Political Science, International Relation or 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 four (4) years of relevant and proven full-time professional experience.

Specification of experience

- Excellent drafting and reporting skills;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision;
- Good interpersonal and communication skills, both written and oral.

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;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in a CSDP mission.

Title: **Evaluation/Programme Officer – EK 10047**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 2 Pending Vacancies: 0

The Evaluation/Programme Officer reports to the Head of Planning, Coordination and Compliance (PCC) Office (PCCO).

1. Main tasks and responsibilities

- To assist and advise the Head of PCCO in the Office's contribution at the policy level to the Mission's efforts on mandate implementation in line with the CONOPS and OPLAN and the Mission Implementation Plan (MIP), including through a programmatic approach comprising through, inter alia, benchmarking, evaluation, and compliance mechanisms reporting;
- To support, on behalf of the Head of PCCO, Heads of Division in translating the benchmarks and objectives of the MIP into their work;
- To collect and analyse reports and assessments of the Division's activities drawn from various sources from within the mission, (i.e. After Action Reviews etc.) and from partner organisations;
- To assist in developing 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 follow internal and external developments relating to Mission programmes and to fully brief the Head of PCCO and at division level as appropriate;
- To advise on development, standardization, and deployment of survey tools, and other data collection forms to realize the effective use of monitoring plans;
- To assist with the implementation of baseline surveys, monitoring and evaluation exercises for programmes/projects and impact assessments;
- To act as a resource for the development of data aggregation tools (Mission Information System and relational databases) to better manage programme inputs (operational inputs) and programme outputs;
- To assist the Head of PCCO and at the division level in planning, designing and implementing an overall risk management process for the Mission and to prepare risk assessments identifying, describing, analysing and estimating the risks affecting the Mission activities;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as required by the Head of PCCO.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Project Management, Human Resources, Business Administration or other related university studies relevant studies, where the normal duration of university education 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 Project Management, Human Resources, Business Administration or other related university studies relevant studies, where the normal duration of university education 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.

Specification of Experience

- Professional experience in Programme Management and Report Writing;
- Very good interpersonal and communication skills, both written and oral;
- Excellent editing and drafting skills, especially in the English language;
- Proven experience in evaluation and compliance procedures.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Substantial knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- 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 police, the judiciary, prosecution and customs authorities;
- Sound understanding of and proven experience in rule of law procedures, development and institution building;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language

Title: **Programme Manager (Division level) – EK 10048**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Programme Manager (Division level) reports to the Head of Planning, Coordination and Compliance Office (PCCO).

1. Main tasks and responsibilities

- To assist and advise the Head of PCCO in the Office's contribution at the policy level to the Mission's efforts on mandate implementation in line with the CONOPS and OPLAN and the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanism;
- To support, on behalf of the Head of PCCO, Heads of Division in translating the benchmarks and objectives of the MIP into their work;
- To ensure that PCCO initiatives and planning are kept updated, in coordination with the Mission Divisions;
- To monitor and analyse internal and external developments relating to Mission programmes and to fully brief the Head of PCCO and the relevant Head of Division accordingly;
- To compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Kosovo's rule of law structures/activities related to political and social issues;
- In coordination with the Divisions, to study the Kosovo rule of law structures with a view to their professional and operational effectiveness, in accordance with the goals of EULEX Kosovo;
- To analyse and assess the developments and achievements of Mission operational objectives;
- To assist in developing and maintain longitudinal analysis for programme stakeholders to gauge programme impact;
- To assist in developing 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 ensure timely and accurate evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as required by the Head of PCCO.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Project Management, Human Resources, Business Administration or other related university studies, where the normal duration of university education 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 Project Management, Human Resources, Business Administration or other related university studies, where the normal duration of university education 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.

Specification of 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.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Substantial knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- 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, preferably in an CSDP operation;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Sound understanding and proven experience in rule of law procedures, development and institution building;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Prosecutor – EK 10092**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed Vacancies: 3 Pending Vacancies: 0

The Prosecutor reports to the Deputy Head of Executive Division (Chief EULEX Prosecutor).

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 investigation and prosecution of cases falling within the Mission's executive mandate at SPRK level and Basic Court level throughout Kosovo;
- To build local capacities in his/her field of expertise through the cooperation with local counterparts through monitoring, mentoring and advising the local prosecutors, especially in mixed teams, on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including regular peer discussions with regard to all aspects of prosecutorial functions;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To contribute to the Assembly of EULEX Prosecutors' efforts to draw conclusions on institutional and structural weaknesses from their practical experience;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX Prosecutor).

2. 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience as full-time prosecutor acting in criminal cases;
- Readiness to travel;
- Flexibility and ability to work in a team;
- Very good interpersonal and communication skills, both written and oral.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances.

Title: **Legal Officer – EK 10093**

Employment regime: **Seconded/Contracted**

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

Confirmed vacancies: 0 Pending vacancies: 4

The Legal Officer reports through the respective Chain of Command to the Deputy Head of Executive Division (Chief EULEX Prosecutor).

1. Main tasks and responsibilities:

- To assist the EULEX Prosecutors in pre-trial, trial or appellate proceedings;
- To conduct legal research using multiple research sources and provide advice on the applicable law, international human rights principles and humanitarian law concerning cases of serious crimes;
- To assist the EULEX Prosecutor and Police with pre-trial analysis, legal assessment and organization of evidence, including investigation documents such as medical, forensic, police, military, and investigation reports and witness statements;
- To prepare or assist in the preparation of legal submissions (including indictments, briefs, motions/responses/replies, correspondence, memoranda etc) in the course of investigations and prosecutions;
- To liaise on behalf of the EULEX Prosecutor with the Police, Investigators, Registry, Judges, their Legal Officers and assist in fulfilling the Office of the Prosecutor's pre-trial obligations towards the Defence;
- To prepare or assist the EULEX Prosecutor in strategies to maximize the efficacy and economy of the presentation of evidence;
- To coordinate and supervise other support staff members, such as administrative assistants and interpreters/translators;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX Prosecutor).

2. 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 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, 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.

Specification of experience

- At least three (3) years of professional experience in the field of criminal law.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- To have successfully passed the Bar Exam;
- 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 interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

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.

2. 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: **Prosecutor (Special Investigative Task Force) - EK 10127**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 0 Pending Vacancies: 1

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

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 requested by the Lead Prosecutor (Special Investigative Task Force).

2. 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 seven (7) years of relevant and proven full-time professional experience in legal practice.

Specification of experience

- At least five (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 Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for 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;
- 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.

Title: **Appeals Judge for Kosovo Property Agency (KPA) Appeals – EK 10145**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed vacancies: 1 Pending vacancies: 0

The Appeals Judge for Kosovo Property Agency Appeals reports to the President of the Assembly.

1. Main tasks and responsibilities:

- To adjudicate - in a mixed panel together with a Kosovar judge - appeals against decisions on property claims of the Property Claims Commission of the Kosovo Property Agency;
- To monitor and mentor the professional performance of the Kosovo judge sitting in the mixed panel through joint work;
- To hold regular peer discussions with regard to all aspects of judicial functions;
- To serve, if asked by the President of the Assembly of EULEX Judges, as a member of appeal or trial panel in the Special Chamber of the Supreme Court (Privatization issues), or as a member of the Mobile Team (Civil Judge) or as a member of an appeal panel;
- To undertake any other related tasks as requested by the President of the Assembly.

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

Specification of experience

- At least five (5) years as a judge in civil appeals, as a member of (quasi-) judicial bodies adjudicating property claims or as a presiding judge in civil cases;
- Special knowledge of property and housing Law.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Experience with mass claims or property restitution;
- 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;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Good knowledge of commercial, labour, insolvency or property Law.

Title: **Criminal Judge at the Supreme Court/Appellate Court – EK 10146**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 2 Pending vacancies: 0

The Criminal Judge at the Supreme Court/Appellate Court reports to the President of the Assembly.

1. Main tasks and responsibilities:

- To sit - primarily in mixed panels with Kosovar judges - in criminal cases which fall under the competency of the criminal chamber or the Supreme Court/Appellate Court (appeals against judgements, interlocutory appeals, protection of legality claims);
- To monitor and mentor the professional performance of Kosovo Supreme Court/Appellate Court judges through joint work;
- To hold regular peer discussions with regard to all aspects of judicial functions;
- To undertake any other related tasks as requested by the President of the Assembly.

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

Specification of experience

- At least ten (10) years of professional experience as judge, preferably also in higher/appeals courts.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

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;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Executive Division

Special Chamber (Supreme Court)

Title: **Judge in the Special Chamber of the Supreme Court (privatisation matters) – EK 10147**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1 Pending vacancies: 0

The Judge in the Special Chamber of the Supreme Court (privatisation matters) reports to the President of the Assembly of EULEX judges.

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 Special Chamber of the Supreme Court related matters;
- To sit - primarily in mixed panels together with Kosovar judges - in cases which fall under the competency of one of the specialised first-instance panels: (i) privatisation related claims, (ii) employee list claims, (iii) general ownership and creditor claims, (iv) liquidation-related claims, (v) reorganisation of enterprise claims; or the Appellate Panel of the Special Chamber of the Supreme Court (privatisation matters);
- To build local capacities through the work in mixed teams with local counterparts and through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To undertake any other related tasks as requested by the President of the Assembly of the EULEX Judges.

2. 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience as full-time judge in criminal/civil trials.
- Good knowledge of commercial, labour, insolvency or property Law.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Experience as a judge in the administration and resolution of mass claims processes and/or property restitution;
- 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

Mitrovica Court Level

Title: **Criminal Judge at Mitrovica Basic Court – EK 10149**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1 Pending vacancies: 0

The Criminal Judge at the Mitrovica Basic Court reports to the President of the Assembly of the EULEX Judges.

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 adjudication at Mitrovica Basic Court;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Mitrovica Basic Court;
- To build local capacities through the work in mixed teams with local counterparts and through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To contribute to the Assembly's efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams;
- To undertake any other related tasks as requested by the President of the Assembly of the EULEX Judges.

2. 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience as full-time judge in criminal/civil trials;
- Staff member is expected to live in the North.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

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;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Legal Officer at the Supreme Court/Appellate Court – EK 10150**

Employment regime: **Seconded / Contracted**

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

Confirmed vacancies: 1 Pending vacancies: 1

The Legal Officer at the Supreme Court/Appellate Court reports to the EULEX Supreme Court/Appellate Court Judges.

1. Main tasks and responsibilities:

- To support EULEX Judges in their contribution to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Supreme Court/Appellate Court;
- To support EULEX Judges assigned to the Supreme Court/Appellate Court of Kosovo in legal remedy proceedings in criminal and/or civil cases;
- To analyse criminal and/or civil cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law to EULEX Judges, based on thorough legal research;
- To draft and process court documents, decisions, responses to motions and complaints, orders, summons, correspondence, memoranda, reports and other documents as required;
- To prepare Supreme Court/Appellate Court sessions and hearings in criminal procedures, organize court recorders and interpreters, attend Supreme Court sessions and hearings, participate in deliberations;
- To handle original court files, ensure that case files are well-organized and multilingual at all times;
- To liaise with different legal units and institutions, such as the Office of the Public Prosecutor, Detention Centres and Prisons, Police Operations, Escort Units, Penal Management, Kosovo Property Agency etc., contact point for parties;
- To undertake any other related tasks as requested by the EULEX Supreme Court/Appellate Court Judges.

2. 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 four (4) 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least four (4) years of professional experience in criminal or civil Law;
- Experience in drafting decisions in criminal or civil proceedings.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of property and housing Law.
- Experience with mass claims processes or property restitution;
- 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 international organisations and in an international court.

Title: **EU Office for Criminal Intelligence Analyst – EK 10176**

Employment regime: **Seconded/ Contracted**

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

Confirmed vacancies: 1 Pending vacancies: 0

The EUOCI Analyst reports to Chief EU Office for Criminal Intelligence Analyst.

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 the area of the Mission's executive mandate;
- To collate, analyse and develop intelligence from a variety of sources relating to Organised Criminal Groups impacting Kosovo. To establish links between criminals and their activities, identify Organised Criminal Networks, their modus operandi as well as weaknesses that can be exploited by law enforcement;
- To conduct telephone and financial data analysis as necessary;
- To maintain an overview of individual operations and give direction for on-going intelligence collection through the development of Intelligence Collection Plans and the tasking of Intelligence Officers;
- To present results of analysis in the most appropriate format giving recommendations for action – in particular through the production of target packages for dissemination to operational law enforcement teams;
- To produce as necessary, strategic assessments intended to give an overview of Organised Criminality within Kosovo and to inform policy level decision-making processes;
- To assist in the development of best practices for the handling and use of intelligence both within the unit and with stakeholders;
- 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 requested by the Chief EU Office for Criminal Intelligence Analyst.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law 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 seven (7) 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, 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 eight (8) years of relevant and proven full-time professional experience;

OR

- Equivalent Police education and at least eight (8) years of relevant and proven full-time Police experience.

Specification of experience

- Extensive and progressive professional experience in intelligence issues and/or complex data;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Working knowledge of i2 products (ibase and analyst notebook);
- 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.

Advantageous:

- 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 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Customs Officer – EK 10194**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 5 Pending Vacancies: 0

The Customs Officer reports to the Team Leader.

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), by executing customs control at the border and boundary common crossing points (CP) (import, export and transit control) on a 24/7 basis;
- To maintain customs control operations whilst facilitating the flow of trade;
- To undertake basic anti-smuggling controls on trains, vehicles and persons;
- Conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To participate in customs operational responses to combat the threat from smuggling, organised crime and corruption;
- To assist in conducting intelligence and investigation casework and activity;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Team Leader.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by relevant vocational training, with a minimum of five (5) years of relevant and proven full-time professional experience in customs administration or related field.

Specification of experience

- Minimum of five (5) years of experience in a customs service, having working knowledge's within some or all of the following areas; accounting procedures, customs procedures, verification, cargo examination and anti-smuggling control;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Staff member is expected to live in the North.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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;
- Intelligence and/or investigation experience from Customs;
- Knowledge of EU Customs Revenue related regulations;
- Knowledge of Serbian language;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- EU Civilian Crisis Management Course or CSDP mission experience.

Title: **Customs Monitor (IBM) – EK 10201**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Customs Monitor reports to the Team Leader/IBM Team.

3. 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 the area of monitoring, mentoring and advising (MMA) of customs work at the IBM crossing points (CP) (import, export and transit control) on a 24/7 basis;
- To maintain customs control operations whilst facilitating the flow of trade;
- To undertake basic anti-smuggling controls on trains, vehicles and persons;
- Conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To participate in customs operational responses to combat the threat from smuggling, organized crime and corruption;
- To assist in conducting intelligence and investigation casework and activity;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Team Leader.

4. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by relevant vocational training, with a minimum of five (5) years of relevant and proven full-time professional experience in customs administration or related field.

Specification of experience

- Minimum of five (5) years of experience in a customs service, having working knowledge's within some or all of the following areas; accounting procedures, customs procedures, verification, cargo examination and anti-smuggling control;

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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;
- Intelligence and/or investigation experience from Customs;
- Knowledge of EU Customs Revenue related regulations;
- Knowledge of Serbian language;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- EU Civilian Crisis Management Course or CSDP mission experience.

Title: **Lawful Interception/Organised Crime Investigation Officer – EK 10216**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Lawful Interception/Organised Crime Investigation Officer reports to Lawful Interception/Organised Crime Investigation Team Leader.

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);
- To perform day-to day duties in accordance with established policies and procedures, including applicable Laws in Kosovo and internationally accepted human rights standards, in line with the Mission mandate and priorities;
- To execute lawful interception work in accordance with the requirements of the OCIU and in line with the Mission 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 undertake any other related tasks as requested by the Lawful Interception/Organised Crime Investigation Team Leader.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in IT / Forensics / Telecommunications 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 four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in IT / Forensics / Telecommunications 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 five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

Specification of experience

- Extensive and progressive experience in handling and maintenance of telecommunication equipment, substantial knowledge in interception techniques;
- Substantial and relevant professional experience within the field of lawful intercepts and information dissemination and/or high level criminal investigation skills;
- Sufficient knowledge in maintenance of computers and networking;
- Background in investigations, technical and operational support;
- Experience in working organised crime cases;
- Knowledge of applicable laws and regulations in his domain;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

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:

- 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;
- Previous international policing experience in missions;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills.

Title: **Investigator, Financial Investigations– EK 10228**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 4 Pending Vacancies: 0

The Investigator reports to Financial Investigations Team Leader.

1. Main tasks and responsibilities

- To maintain investigations as tasked, on mission and regional thematic issues in relation to the work of the OCIU/Financial Investigations (OCIU/FI's); undertake substantive investigation measures, investigation information and consolidate data;
- To investigate and report on relevant international and local institutions, including governmental bodies and structures, and other publicly-owned and socially-owned enterprises and any commercial and non-commercial organisations deriving all or part of their funding from the Kosovo Consolidated Budget;
- To monitor, analyse and prepare written outputs on political, economic and social issues and developments affecting the economic sector in Kosovo that may impact on the functions and responsibilities of the OCIU/FI's ;
- To ensure pro-activeness in the coordination of all information received from the research officer and other institutions. To ensure investigation compliance with the national legislation and international financial procedures and obtain operational and background documents;
- To assist the Financial Investigations TL in the coordinating of activities relevant to investigations and the preparation of official reports;
- To participate in the development, implementation and evaluation of casework as necessary, etc; monitor and analyse the development and implementation of the agreed programme outputs; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions;
- To provide administrative support to the Financial Investigations TL, on all operational matters;
- To ensure the appropriate handling of routine, sensitive and investigations documentation; ensure appropriate distribution of documents; monitor status of correspondence requiring action or follow-up;
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines;
- To undertake any other related tasks as requested by the Financial Investigations Team Leader.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Business, Economics, Finance, Law Enforcement, Law, Police 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 four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Business, Economics / Finance, Law Enforcement, Law, Police 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 five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

Specification of experience

- Substantial knowledge and exposure to, and familiarity with, public administrative standards and norms;
- Knowledge of policies and practices within public sector expenditure programmes, especially related to Kosovo;
- Authorized to carry and issued a personal weapon.

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:

- 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Very 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: **Civil Registration Database Expert – EK 10291**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Civil Registration Database Expert reports to the Chief Advisory Unit on Internal Matters.

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 the area of monitoring, mentoring and advising (MMA) of civil registries;
- To assist and mentor the planning, designing, programming and implementation of databases in different departments and agencies within MoIA;
- To assist and mentor in development of detailed database/software specifications, functional specifications and user documentation for different departments and agencies within MoIA;
- To assist and mentor on planning, designing, and development of MoIA software applications; web-based or desktop;
- To assist and mentor the use, maintenance and improvements of the IT applications and databases;
- To assist and mentor on hardware development and on IT security for departments and agencies within MoIA;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief of Advisory Unit on Internal Matters.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Information and Communications 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- DBA related certification from Oracle/Microsoft;
- At least five (5) years of proven progressively responsible experience in software/database development, design, management and implementation of complex database systems and software applications;
- Advanced knowledge in administering databases (Oracle and /or SQL Server);
- Experienced in using different operating systems, Unix, Linux, Windows;
- Practical experience in the integration of applications such as document management systems;
- Very good interpersonal and communication skills, both written and oral;
- Strong and effective presentation skills.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Experience in a Ministry of Internal Affairs (preferably in a supervisory role);
- 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.

Title: **Kosovo Prosecutorial Council Advisor– EK 10296**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Kosovo Prosecutorial Council Advisor reports to the Chief of the Advisory Unit on Justice Matters.

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 the area of monitoring, mentoring and advising (MMA the Kosovo Prosecutorial Council);
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To monitor, mentor and advise the organs of the Kosovo Prosecutorial Council (KPC) with regard to the best fulfilment of its tasks and competencies, such as ensuring an independent, professional and impartial prosecution system, overseeing the administration of the prosecution offices and its personnel, recruitment and promotion of prosecutors, including disciplinary matters, and training of prosecutors;
- To provide advice in relation to the management of the prosecution offices, including on issues concerning the Case Management Information System;
- In case of non-compliance, to report to without delay to the Chief of Unit including recommendations on how to address the situation;
- To coordinate closely with other relevant organisational units and seek structured input from EULEX KOSOVO prosecutors, who will give feedback on their practical experience of working in mixed teams and allow jointly drawing conclusions on institutional and structural weaknesses to be addressed in the KPC;
- To liaise, as appropriate, with other external stakeholders;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chief of the Advisory Unit on Justice Matters.

2. 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 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, 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.

Specification of experience

- Experience in the field of the administration of justice and/or management of prosecution offices;
- Experience in prosecutorial work;
- Experience in an advisory function to local institutions on prosecutorial matters;
- Very good interpersonal and communication skills, both written and oral.

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

- 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Knowledge of Albanian and/or Serbian language.

Title: **Advisor in Security (Correctional Unit) – EK 10301**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor in Security reports the Chief of Correctional Unit.

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 the area of monitoring, mentoring and advising (MMA) the Kosovo Correctional Service;
- To monitor, mentor and advise the management of the Kosovo Correctional Service in the area of security management;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, accountability, corruption, human rights, etc.;
- In case of non-compliance, to report without delay to the Chief of Unit including recommendations on how to address the situation;
- To assist the other components of the Correctional Unit in the conduct of their operations;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To participate in the investigation of incidents or professional misconduct as members of joint investigation teams with Kosovo Correctional Service staff;
- To undertake any other related tasks as requested by the Chief of the Correctional Unit.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Criminology 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 out of which five (5) years at senior management level;

OR

- Equivalent Correctional service education and at least ten (10) years of relevant and proven full-time professional experience out of which five (5) years at senior management level.

Specification of experience

- At least seven (7) years of professional experience within the required field of specialisation;
- Very good interpersonal and communication skills, both written and oral;

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

- 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;
- Experience in penitentiary systems in transitional or post-conflict situations.

Title: **Customs Monitor / Mobile Team – EK 10368**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support - Assistant Level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Customs Monitor reports to the Mobile Team Leader.

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 the area of monitoring, mentoring and advising (MMA) of customs work in a mobile team throughout Kosovo and on a 24/7 basis, in particular in relation to assessing compliance of local institutions with advice given on the strategic level;
- To conduct specific thematic inspections and performance assessment tasks on border crossing points and customs terminals in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To collect and collate "on the spot" performance statistics that relate to Kosovo's border system, as part of the Mission's benchmarking processes covering all of Kosovo, in particular in the observance of customs legislation and in terms of managerial skills assessments;
- In case of non-compliance, to report to without delay to the Team Leader including recommendations on how to address the situation;
- To assist the Customs Anti Contraband leader in all operational matters;
- To support the operations at the Gates if needed;
- 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 tasks requested by the Team Leader.

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 professional experience.

Specification of experience

- Minimum of five (5) years of experience in a customs service, having working knowledge's within some or all of the following areas: accounting procedures, customs procedures, verification, cargo examination and anti-smuggling control;
- Very good interpersonal and communication skills, both written and oral;
- Readiness to travel.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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;
- Intelligence and/or investigation experience from Customs;
- Knowledge of EU Customs Revenue related regulations;
- Knowledge of Albanian or Serbian language;
- EU Civilian Crisis Management Course or CSDP mission experience;
- Ability to perform under stress and in difficult circumstances.

Mission Support Department

Title: **Head of Mission Support Department– EK 10380**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Head of Mission Support Department reports to Chief of Staff. For financial matters, s/he reports directly to Head of Mission, while keeping the Chief of Staff fully informed.

1. Main tasks and responsibilities:

- To assist and advise the Head of Mission on finance issues and upon request also on administrative ones;
- To manage, prioritize and direct the work of organisational units within the Mission Support Department, to ensure they support the Mission and its operational units in the execution of the Mission's mandate and tasks as set out in planning documents, the Mission Implementation Plan and instructions issued by the Head of Mission;
- To ensure accurate and timely reporting and information flow as per planning documents, including the Mission Implementation Plan and other reports of the mission;
- To ensure compliance with instructions by the Mission management within the Department;
- To ensure the establishment and implementation of necessary rules and procedures as well as the provision of the needed administrative support, including sufficient financial, technical and human resources, to allow the Mission to implement its mandate;
- To ensure proper handling and control of designated funds allocated to the Mission and all necessary internal and external administrative functions related to efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To study and propose operational and management decisions with the objective of increasing the efficiency of the Mission service from an administrative point of view;
- To propose good practices, administrative and management decisions that have the objective to increase the efficiency of the mission;
- To formulate financial strategies in line with relevant rules and procedures;
- To oversee financial and budgetary management and development of essential policies for accounting and control for finance;
- To supervise and coordinate activities related to budget, cash and banks, accountancy, reports, and relations with the commission;
- To manage accounts, payments, treasury, payroll, financial system, claims and other financial functions;
- To develop mitigating strategies to reduce financial risk by taking action and evaluation the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To undertake any other related tasks as requested by Head of Mission and/or Chief of Staff.

2. 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 other related university studies, where the normal duration of university education in the country awarded is three (3) years or more, after having obtained the university degree at least fifteen (15) years of relevant and proven full-time professional experience;

Specification of experience

- At least ten (10) years of relevant management experience;
- Extensive and progressive professional experience in specific administrative fields (e. g. finance, human resources, and procurement);
- Experience serving as a manager of a multi-disciplinary administration department, preferably in a CSDP Mission.

Personnel Security Clearance

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

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

Title: **Administration Officer – EK 10382**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Administration Officer reports to the Head of Mission Support Department (HoMSD).

1. Main tasks and responsibilities:

- To provide administrative support in specific matters, as directed by the HoMSD.
- To attend regularly scheduled meetings with chiefs of sections/units in Mission Support Department for the exchange of pertinent information in order to inform the HoMSD on the status of projects.
- To act as a focal point in the coordination of projects, especially those involving cooperation between various units and divisions of the Mission.
- To ensure the proper handling of paper and electronic documentation passing into, out of, and through the Office of the Head of Mission Support Department and to ensure its formal registration and filing;
- To liaise with chiefs of divisions and departments on various issues, as instructed by the HoMSD.
- Upon request of the HoMSD, represent Mission Support Department during contacts with other EULEX divisions and departments, relevant international and local organisations and local authorities.
- To participate in the development of policies and guidelines and provide relevant input.
- To participate and coordinate the Mission internal budget drafting process.
- To undertake any other related tasks as required by the Head of Mission Support Department.

2. Qualifications and experience:

Essential

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

Specification of experience

- Thorough understanding of administrative procedures in international organisations;
- Excellent drafting and reporting skills;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

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;
- Very 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: **Verification Officer – EK 10385**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Verification Officer reports to the Head of Mission Support Department.

1. Main tasks and responsibilities:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, Ex-ante checks put in place by the Authorising Officer responsible for verifying the operational and financial aspects of each operation;
- To control that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations (Financial Regulations, Guide to missions, European Commission's Communication related to the employment of international and local staff etc.);
- To check, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To undertake any other related tasks as required by the Head of Mission Support Department.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Audit, Economics, Finance, Accounting or Banking and Insurance, 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 Audit, Economics, Finance, Accounting or Banking and Insurance, 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.

Specification of experience

- Excellent analytical, research and problem-solving skills;
- Excellent drafting skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems.

Personnel Security clearance

- No Personnel Security Clearance is needed.

Advantageous

- Previous experience in EU institutions;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crises 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.

Advantageous

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

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.

Mission Support Department

Administrative Services/Procurement Unit

Title: **Procurement Officer – EK 10390**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0 Pending Vacancies: 1

The Procurement Officer reports to the Chief of Procurement.

1. Main tasks and responsibilities:

- To assist and advise the Chief of Procurement on all procurement issues;
- To assist, develop, manage and coordinate the Mission procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To use legally established professional and transparent procurement policies and procedures in accordance with EC legislation and regulations;
- To liaise with other relevant institutions and organisations acting in the field of rule of law and associated procurement legislation;
- To develop professional relationships and working partnerships with the European Commission in the field of procurement for the Mission;
- To develop, manage and coordinate the Mission procurement processes;
- To manage internal Mission procurement requirements and activities;
- To provide assistance to Mission members related to all procurement matters;
- To undertake any other related tasks as requested by the Chief of Procurement.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Public Administration, 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 five (5) 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;
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

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: **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: **Chief Transport Unit– EK 10421**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel; **Mission Support - Management Level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief Transport Unit reports to the Head of Technical Services.

1. Main tasks and responsibilities

- To be responsible for the overall management of transport means within the mission and the provision of appropriate advice to senior management on all transport related matters;
- To direct, supervise and coordinate the Transport Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To manage and assist in developing the budget for the Transport Unit.
- To be responsible for establishing a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover;
- To provide advice, support and training on transport related matters, ensuring the necessary storage, distribution and allocation of motor vehicles and associated equipment to mission members;
- To be responsible for the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues;
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To establish a management system that includes coordination and supervision of storage, allocation and distribution, consumption and future needs;
- To ensure the effective management of logistics databases, inventories and lists of equipment on the items related to his/her field of expertise;
- To undertake any other related tasks as requested by Head of Technical Services.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Mechanical Engineering, Transportation, Logistics 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.

OR

- Equivalent Military education and at least seven (7) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of management experience in transport related matters.
- Be familiar with project environment;
- Good awareness of different product and services markets and industrial business networks;

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- To have experience in the implementation of EU procurement processes and regulations;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Title: **Chief Building Management Unit– EK 10436**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief Building Management Unit reports to the Head of Technical Services.

1. Main tasks and responsibilities

- To be responsible for the overall management of engineering, building management and maintenance within the mission;
- To prepare and maintain long-term and medium-term engineering/construction plans for the EULEX Mission;
- To prepare engineering and construction budget estimates and monitor expenditures;
- Responsible for project development, engineering design and estimation for all construction and maintenance projects throughout the mission's facilities and estate including allocation and space management;
- To manage the Building Management Unit, including work distribution, financial recording and reporting, filing, maintenance of price lists and technical data;
- To oversee projects implemented by contractors including project development design, preparation of plans, specifications, tender documents and supervision of works;
- To manage and supervise all engineering personnel and engineering assets;
- To provide engineering advice to EULEX Mission Personnel at all levels;
- To undertake any other related tasks as required by the Head of Technical Services.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Civil/ Mechanical / Electrical Engineering, Architecture 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 Civil/ Mechanical / Electrical Engineering, Architecture 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;

OR

- Equivalent Military education and at least ten (10) years of relevant and proven full-time professional experience.

Specification of experience

- At least ten (10) years of relevant progressively responsible experience in technical, administrative and supervisory areas in the maintenance and operation of field facilities;
- At least five (5) years of management experience;
- International experience in managing support services of international organizations or military operations, particularly in crisis areas..

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances.

Title: **Security Information Analyst – EK 10474**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Security Information Analyst reports to the Chief of Security Information Analysis Unit.

1. Main tasks and responsibilities:

- To manage and supervise local staff under the authority of the Chief of Security Information Analysis Unit;
- To produce incident-based security and travel advisories;
- To prepare, analyse and distribute daily, weekly, monthly working papers;
- To maintain and update Security Information Analysis Office security reference sources;
- To prepare Security incident background papers;
- To produce long term assessments, forecasts of the upcoming security situation;
- To liaise with designated Diplomatic/Police/Military security information focal points;
- To assist the Chief of Security Information Analysis Unit in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of EULEX staff and assets within the mission area;
- To conduct risk analysis and threat assessments regarding security developments in Kosovo;
- To conduct interviews and threat/risk assessments on persons/assets, under instructions from Threat Assessment Committee (TAC);
- To provide briefings to new staff members on the mission wide security situation;
- To ensure the quick dissemination of security related information;
- To liaise closely with other elements of the security unit in the planning and preparation of security plans or briefs;
- To act as a Deputy in the absence of Chief of Security Information Analysis Unit;
- To undertake any other related tasks as requested by the Chief of Security Information Analysis Unit.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in a field related to Security or Emergency Management, where the normal duration of university education in the country awarded is four (4) years or more and 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 a field related to Security or Emergency Management, where the normal duration of university education in the country awarded is three (3) years or more and at least six (6) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police /Military Academy or civilian security organisation at least six (6) years of relevant and proven full-time experience.

Specification of experience:

- At least five (5) years of experience in security information analysis in a police or military environment;
- Proven information analysis, staff and leadership experience required;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Previous mission experience with an international security organisation;
- Excellent analytical skills;
- Excellent presentational skills with experience in delivering Power Point presentations to large audiences in English language.

Personnel Security Clearance:

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

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;
- Experience of handling nationally classified information and ideally EU Classified Information is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving licence of Category C;
- Knowledge of Albanian and/or Serbian language;
- Successful completion of the EU Mission Security Officer Certification Course.

Human Rights Review Panel

Title: **Human Rights Review Panel Member – EK 10485**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Member of the Human Rights Review Panel reports to CPCC.

1. Main tasks and responsibilities

- To be member of the Human Rights Review Panel for EULEX Kosovo (hereinafter the ‘HRRP’) consisting of two international members and one EULEX Kosovo judge;
- The panel member will participate in HRRP sessions in Kosovo at least four times a year for a session of no less than five working days or when and as long as required. Being fully independent in the exercise of all his/her functions, the incumbent will:
- To review complaints filed with the HRRP as to whether EULEX Kosovo has committed a human rights violation in the conduct of its executive mandate;
- As an HRRP member, recommend to the EULEX Kosovo Head of Mission remedial actions as appropriate, in accordance with the EULEX Kosovo accountability concept;
- To develop rules of procedure of the HRRP, including procedures to process claims in groups, as appropriate;
- To develop and ensure an expeditious procedure for the review of complaints;
- To maintain the authority and dignity of the HRRP;
- To decide matters of rules and procedure which may arise during the review of a complaint;
- To direct and supervise the staff of the HRRP Secretariat;
- To undertake any other related tasks as required by CPCC.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law with a specialization in Human Rights, International Public Law or Administrative 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.

Specification of experience

- Extensive and progressive professional experience in above experience should include dealing with human rights issues;
- Experience working as a Judge, attorney or law professor;
- Substantial knowledge of international and regional human rights instruments and institutional mandates such as the Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Ability to interpret and apply legislative instruments based on sound legal judgment.

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:

- 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;
- Experience in working in the European Court of Human Rights, or other relevant international tribunal;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Office of the Chief of Staff

Title: **Chief of Staff – EK 10027**

Employment regime: **Seconded**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Chief of Staff reports to the Head of Mission.

1. Main tasks and responsibilities

- To support the Head of Mission (HoM) in operationalizing the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To support the HoM in managing, prioritizing and directing the work of EULEX to ensure delivery on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM;
- To supervise, coordinate, and manage the Office of the Chief of Staff of EULEX;
- To direct, communicate and co-ordinate internally with the HoM and Divisions and externally with appropriate international organisations, agencies and interlocutors;
- To identify, assign and take appropriate action on incoming requests and correspondence within the HoM's Office;
- To oversee the internal and external correspondence process to ensure timely and appropriate responses;
- To ensure drafting of reports and other correspondence on behalf of the HoM;
- To ensure that documents, reports and letters are prepared for the HoM;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM in order to obtain information for onward transmission to HoM or elsewhere internal/external to the mission;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, and/or any other activity to HoM's office;
- To ensure effective communication between Mission Divisions, Mission Support Department, Security and Safety Department and Office of the Chief of Staff;
- To be the central point of entry for communication between EULEX and EEAS (CPCC);
- To undertake any other related tasks as requested by the Head of Mission.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Diplomacy, Social Sciences or Business 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 fifteen (15) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relation, Diplomacy, Social Sciences or Business 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 sixteen (16) years of relevant and proven full-time professional experience.

Specification of Experience

- Strong managerial track record;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.).

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.

Title: **SITCEN Police Operator – EK 10039**

Employment regime: **Seconded**

Confirmed Vacancies: 3 Pending Vacancies: 0

The SITCEN Police Operator reports to the Head/Deputy Head of the EULEX Situation Centre.

1. Main tasks and responsibilities:

- To monitor the EULEX communication channels as well as those of Kosovo Police, KFOR and other relevant organizations and prepare accurate reports for the chain of command through the established SITCEN reporting lines;
- To liaise with all relevant international and local counterparts, collate and verify information received in policing area of expertise;
- To input into the SITCEN reporting channels, as per established procedures, incidents in the policing domain, in a timely and accurate manner whilst ensuring information flow to the Office of the Deputy Head of Executive Division (Police) as appropriate;
- To ensure smooth information flow from and to the relevant parts of the Executive and Strengthening Divisions;
- To maintain close daily cooperation with the Liaison/Coordination Officers in the Office of the Deputy Head of Executive Division (Police);
- To assist SITCEN Operators as required;
- To perform any other related task as requested by the Head/Deputy of the EULEX Situation Centre.

2. Qualifications and experience:

Essential

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

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;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Experience in planning and implementing projects;
- Very good analytical, organisational, planning, and time-management skills;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Relevant experience in handling EU classified information.

Personnel Security Clearance

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

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;
- 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.

The Head of Political / Reporting Office reports to the Chief of Staff/Deputy Chief of Staff.

1. Main tasks and responsibilities

- To contribute at 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 direct and supervise the work of the Political and Reporting Office;
- To act as focal point for all political matters relating to the Mission and to provide expertise and advice on all political issues relevant for the Mission;
- To monitor global diplomatic and political events that may impact on the political situation in Kosovo;
- To monitor and analyse political trends and events in the EU Member States that might have an impact on the situation in Kosovo and/or EULEX Kosovo and prepare draft strategies, policy papers and plans to ensure appropriate reaction/adaption by the mission;
- To provide expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on fighting political interference in line with planning documents and in close coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To liaise with other stakeholders at the appropriate level inside and outside of the Mission, in particular with the EUSR/EU Office;
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate and ensure compliance with its advice;
- To oversee the collating and analysing of 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 prepare relevant Mission reports to the chain of command of the Mission, including monthly and six-monthly reports as well as special reports as requested and in coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- 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 Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration 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 Political Sciences, International Relations, Diplomacy, Social Sciences, 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 eleven (11) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of management experience;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Excellent editing and report writing skills.

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;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian languages.

Title: **Operations Officer of International Police Cooperation Unit – EK 10111**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

The Operations Officer of the International Police Cooperation Unit reports to Chief of International Police Cooperation Unit.

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 the area of the Mission's executive mandate, ensuring relations with Interpol and Europol;
- To maintain cooperation and communication with the competent services of Interpol and Europol;
- To cooperate with Kosovo Police (KP) offices and judicial authorities regarding vehicle crime matters;
- To provide relevant support for the operational requirements of the Deputy Head of Executive Division (Police), of the Executive Criminal Investigations Department (ECID), and with other departments of Executive Division;
- To maintain the database associated with requests to and from the Criminal Investigations Department (ECID), Kosovo Police (KP) offices and Interpol, Europol and third countries;
- To manage everyday routine operation and services of the Interpol NCB and future Europol "national contact point";
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief of International Police Cooperation Unit.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Political or Social Sciences, Public Administration 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 in International Police Cooperation;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Political or Social Sciences, Public 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 six (6) years of relevant and proven full-time professional experience in International Police Cooperation;

OR

- Equivalent Police/Military education and at least six (6) years of relevant and proven fulltime professional experience.

Specification of experience

- Working experience with Interpol and Europol and with mutual assistance;
- Background in Organised Crime investigations and experience of the intelligence function, International policing experience; international cooperation agreements;
- Working knowledge of cooperating with other entities (FRONTEX, SECI centres, ILECU project, Embassies, etc.);
- Senior Police Officer rank or equivalent;
- Proficient with access into the I-24/7 Interpol database and system;
- Very good interpersonal and communication skills, both written and oral.

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

- 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;
- Authorized to carry and issued a personal weapon;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Regional Criminal Intelligence Team Leader – EK 10173**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Regional Criminal Intelligence Team Leader reports to the Head of EUOCI.

1. Main tasks and responsibilities:

- To supervise and give direction to Regional Intelligence Officers;
- To assess and review regularly intelligence received, to priorities competing demands and ensure that intelligence for both the Strategic Overview and Intelligence Packages is relevant, timely and of the highest quality;
- To maintain an overview individual operations being run by the team and give directions for on-going intelligence collection through the development of Intelligence Collection Plans and the tasking of all assets;
- To assist in the development of best practices for the handling and use of intelligence both within the Unit and with unit stakeholders;
- To assist as requested, Kosovo-based and international law enforcement and military partners;
- To represent the Intelligence Unit at meetings, briefings or in giving presentations to KFOR and persons of all levels from other external agencies as required;
- To prepare detailed reports and briefing documents as required;
- To ensure efficient and effective team co-operation;
- To supervise and liaise within the region, in order to maintain an efficient and effective team liaison structure with all relevant Mission units, ensuring timely exchange of information / intelligence in support of the objectives of EU Office for Criminal Intelligence;
- To undertake any other related tasks as required by the Head of EUOCI.

2. Qualifications and experience:

Essential:

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of eight (8) years of relevant and proven full-time police experience.

Specification of experience

- Extensive and progressive experience in managerial position and to be involved in intelligence issues and/or complex data;
- Authorized to carry and issued a personal weapon.

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, historical 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Intelligence Officer, Special Liaison Unit – EK 10183**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Intelligence Officer, Special Liaison Unit reports to Head of EUOCI.

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 the area the Mission's executive mandate;
- To be responsible for intelligence collection, protection analysis and dissemination of intelligence received from a variety of sensitive sources;
- To undertake liaison for the Military, the Law Enforcement and other external parties to ensure intelligence capabilities are maximized in support of the EU Office for Criminal Intelligence objectives;
- To ensure that material generated is handled in accordance with existing procedures and guidelines;
- To brief both internal and external agencies as required;
- To develop and update procedures for the SLU in order to maximize intelligence opportunities for the Unit;
- To provide advice in joint operations with other parties;
- To undertake any other related tasks as requested by the Head of EUOCI.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training/Military Training, with a minimum of five (5) years of relevant and proven full-time police/military experience.

Specification of experience

- Extensive and progressive professional experience in intelligence issues and/or complex data;

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 historical and security situation of the Balkans, in particular Kosovo;
- Authorized to carry and issued a personal weapon;
- 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Deputy Head of Border/Boundary Department North – EK 10191**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

The Deputy Head of Border/Boundary Department North reports to the Head of the Border/Boundary Department North.

1. Main tasks and responsibilities:

- To support the Head of Department in operationalizing the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To support the Head of Department in managing, prioritizing and directing the work of Border/Boundary Department North 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 be the primary focal points for all customs related issues within the Department if from Customs;
- To be the primary focal points for all Border Police related issues within the Department if from Police;
- To support the Head of Department in ensuring planning, conduct and evaluation in relation to the smooth running of Gate 1 and 31 in executive mode;
- To support the Head of Department in managing the efficient use of the mobile team;
- To support the Head of Department in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To support the Head of Department in ensuring compliance with instructions by the Mission management within the Department and in issuing clear instructions on the operational level to the Department;
- To undertake any other related tasks as required by the Head of the Border/Boundary Department North.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public administration, Management 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 Law, Business or Public administration, Management 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;

OR

- Successful completion of a full course in Police/Customs Academy with duration of 3 years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- Managerial track record;
- Specialised customs training;
- Professional experience with customs issues, including on the operational level and experience in a senior management position within a customs administration;
- Proven effective and extensive customs experience at middle and upper management at a strategic level;
- Good understanding of integrated border management and some understanding of border police related issues;
- Authorized to carry and issued a personal weapon.

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;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Serbian language.

Title: **Gate Commander (Gates 1 / 31) – EK 10192**

Employment regime: **Seconded**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Gate Commander reports to Deputy Head Border/Boundary Department North.

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 smooth running of the Gate in executive mode;
- To assist in the coordination of intelligence and investigation activity with other law enforcement agencies in Kosovo and relevant Mission staff;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To liaise with the other international stakeholders present in his/her AOR;
- To undertake any other related tasks as requested by the Deputy Head of Border/Boundary Department North.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law or Business 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 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 Police Sciences, Social Sciences, Law or Business 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 eleven (11) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police/Customs Academy with duration of 3 years or more and, at least eleven (11) years of relevant and proven full-time police/customs experience.

Specification of experience

- Rank: A minimum indicative rank of Captain/Chief Inspector/Customs Senior Inspector or equivalent;
- At least ten (10) years of border police or customs experience with a minimum of five (5) years of adequate managerial experience as a leader of border police detachments/units or Customs Station/units;
- Experience in international law enforcement operations in the area of border policing or customs desirable;
- Very good interpersonal and communication skills, both written and oral;
- Staff member is expected to live in the North.

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:

- 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;
- EU Civilian Crisis Management Course or CSDP mission experience;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Border Police Officer– EK 10195**

Employment regime: **Seconded**

Confirmed vacancies: 16 Pending vacancies: 0

The Border Police Officer reports to the Team Leader North.

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), by executing border police control at the border and boundary Gates on a 24/7 basis;
- To undertake border police checks on trains, vehicles and persons;
- To conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Team Leader North.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience as a Border Police officer.

Specification of experience

- Minimum indicative rank of Warrant officer or equivalent;
- Staff member is expected to live in the North;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Experience in international law enforcement operations in the area of border policing;
- 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;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Team Leader / Mobile Team (Customs) – EK 10196**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Team Leader / Mobile Team reports to Deputy Head of Border/Boundary Department North.

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 the area of the Mission's executive mandate in the north in terms of border police and customs checks in a mobile capacity;
- To manage, prioritize and direct the work of the customs and border police officers 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 liaise with other international stakeholders in the region, in particular KFOR;
- To support the operations at the border and boundary common crossing points if needed
- To undertake any other related tasks as requested by the Deputy Head Border/Boundary Department North.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business 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 seven (7) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business 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 eight (8) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police/Customs Academy with duration of three (3) years or more and, at least eight (8) years of relevant and proven full-time police experience.

Specification of experience

- Minimum indicative rank of Captain/Chief Inspector/Customs Senior Inspector or equivalent;
- At least seven (7) years of Border Police or Customs experience with a minimum of five (5) years of adequate managerial experience as a leader of border police detachments/units or Customs station/unit;
- Experience in international law enforcement operations in the area of Border policing or Customs desirable;
- Authorized to carry and issued a personal weapon.

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:

- Experience in international law enforcement operations in the area of Border policing or Customs;
- 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- EU Civilian Crisis Management Course or CSDP mission experience;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Border Police Monitor (IBM) – EK 10202**

Employment regime: **Seconded**

Confirmed Vacancies: 6 Pending Vacancies: 0

The Border Police Monitor / IBM Team reports to Team Leader / IBM Team.

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 the area of monitoring, mentoring and advising (MMA) of border monitor and customs work;
- To conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To support the operations at the border and boundary common IBM crossing points if needed;
- To undertake any other related tasks as requested by the Team Leader/ IBM Team.

2. Qualifications and experience:

Essential:

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

Specification of experience

- A minimum indicative rank of Warrant officer or equivalent;
- Experience in international law enforcement operations in the area of border policing;

Personnel Security Clearance

- No Personnel Security Clearance is needed.

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;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Team Leader North – EK 10203**

Employment regime: **Seconded**

Confirmed Vacancies: 3 Pending Vacancies: 0

The Team Leader North reports to the Gate Commander.

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 the area of the Mission's executive mandate in terms of border police and customs control in particular with regard to smooth running of the IBM border crossing point in executive mode;
- To manage, prioritize and direct the work of the border police and customs officers 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 timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To deputise for the Gate Commander during the latter's absence;
- To keep the Gate Commander informed on a daily basis of all significant developments in his/her field of responsibility or other aspects that might affect operational capabilities;
- To liaise with other international stakeholders at the IBM Crossing Points; To undertake any other related tasks as requested by the Gate Commander.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration 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 Police Sciences, Social Sciences, 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 six (6) years of relevant and proven full-time professional experience;

OR

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

Specification of experience

- Minimum indicative rank of Lieutenant / Inspector or equivalent;
- At least five (5) years of Border Police experience;
- At least three (3) years of upper/middle managerial experience as a shift leader of a Border Police unit or comparable;
- Authorized to carry and issued a personal weapon.

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:

- Experience in international law enforcement operations in the area of Border policing, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- EU Civilian Crisis Management Course or CSDP mission experience;
- Driving license of Category C;
- Knowledge of Serbian language.

The Organised Crime Investigation Officer reports to Organised Crime Investigation Team Leader.

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 the area of the Mission's executive mandate;
- To conduct organised crime investigations;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Organised Crime Investigation Team Leader.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police 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 four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police 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 five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

Specification of experience

- Knowledge in intelligence handling and covert measures;
- Experience in working on organised and serious crime cases;
- Authorized to carry and issued a personal weapon.

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:

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

Title: **Chief of War Crimes Investigation Unit – EK 10220**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief of War Crimes Investigation Unit reports to Head of Executive Criminal Investigations Department.

1. Main tasks and responsibilities:

- To act as the principal Advisor to the Head of Executive Criminal Investigations Department and War Crime Investigation Unit (WCIU) on all operational and administrative matters;
- To provide effective management of human, financial and physical resources of the WCIU and oversee administrative activities;
- To respond to the operational requirements of the Head of Police Executive Department, WCIU, and other components of the Police Executive Department by ensuring the development, timely submission and coordination of work plans, strategies and programmes for the activities of the WCIU;
- To establish policies and procedures, consistent with EU policy and practice, in order to ensure proper management and oversee of the WCIU;
- To compile and prepare written outputs on political, economic and social issues and developments in Kosovo that may impact on the functions and responsibilities of the WCIU;
- To evaluate administrative support and other staff in the areas under the WCIU area of responsibility;
- To monitor the developments of the local legislation in the field of war crimes and prepare inputs for future amendments and/or creation of new required legislation;
- To carry out other duties in support of the Head of Executive Criminal Investigations Department in order to consolidate WCIU work with the Mission strategic plans and goals;
- To act as a contact point for liaison with the ICTY and other relevant National and International Organisations and Partners;
- To liaise with Kosovo Police Management and when necessary assist in the implementation of training and guidance relating to investigative policies and procedures in respect to war crimes investigations;
- To undertake any other related tasks as required by the Head of Executive Criminal Investigations Department.

2. Qualifications and experience:

Essential:

- Successful completion of a full course of university studies attested by a degree in Law Enforcement / Law / Police 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 police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement / Law / Police 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 police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- At least five (5) years of management experience in investigations posts;;
- Experience in the field of Criminal Investigations;
- Authorized to carry and issued a personal weapon.

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:

- Experience in leading War Crimes Investigations Units;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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;
- Strong communication, research and analytical skills; ability to analyse and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programmes;
- Ability to coordinate the work of others, both international and national staff, work towards deadlines and handle concurrent activities;
- 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;
- Training in International Criminal Investigations, in particular War Crimes Investigation.

Title: **Research/Intelligence Officer – EK 10222**

Employment regime: **Seconded**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Research/Intelligence Officer reports to Team Leader Research/Intelligence Cell.

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);
- To carry out background research as tasked, on mission- and regional thematic issues as well as into specific topics, in relation to the work of the War Crime Investigation Unit (WCIU);
- To monitor, analyse and prepare written outputs on political, economic and social issues and developments that may have an impact on work of the WCIU;
- To research and retrieve documents pertaining to international WCI procedures and obtain operational and background documents as well as, analyse and present data in various formats (including electronic formats and databases);
- To liaise with local municipalities, governmental and non-governmental organisations in order to obtain any information on war crimes issues;
- To assist the Chief of WCIU in coordinating activities relevant to investigations, intelligence gathering and the preparation of official reports;
- To participate in the development, implementation and evaluation of casework as necessary, review relevant documents and reports;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Team Leader Research/Intelligence Cell.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Intelligence Science, Law Enforcement, Law, Police 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 four (4) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Intelligence Science, Law Enforcement, Law, Police 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 five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

Specification of experience

- Experience in the field of Criminal Investigations/ War Crime Investigations/ICTY investigations;
- Experience of academic or professional research into one or more of the above fields. Wide knowledge of research and intelligence gathering methodologies, and of the retrieval and presentation of data and information (including electronically), or equivalent knowledge of the arrangement and management of academic research or forensic archives;
- Qualified and conversant with 1.2 / ANACAPA Intelligence Analysis or other recognised Intelligence Analysis Software;
- Experience of major case handling;
- Authorized to carry and issued a personal weapon.

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:

- 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 in both judicial procedure and intelligence;
- Working knowledge of handling human sources / operational research issues/ computers;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Very good knowledge of managing intelligence to evidence.

Title: **War Crimes Investigation Team Leader – EK 10223**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The War Crimes Investigation Team Leader reports to Chief of War Crimes Investigation Unit.

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);
- To guide and advise the work of the Team 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 Chief of War Crimes Investigation Unit;
- To act as the day-to-day focal point for the provision of all Investigation Team activities conducted by the WCIU;
- To ensure the appropriate handling of sensitive investigations documentation and ensure appropriate distribution of documents;
- In consultation with the Judicial and Prosecutors Office and the Chief of War Crimes Investigation Unit, advise and assist team members in the preparation, development, planning and coordination of activities relevant to investigations, interviewing of victims and witnesses and the arrest of alleged perpetrators and the gathering of evidence, the attendance at crimes scenes and exhumation sites, preparation of official reports and prosecution investigation files;
- To advise and support in the development, implementation and evaluation of casework as necessary;
- To monitor and analyse the development and implementation of the agreed programme outputs;
- To review relevant documents and reports as well as to identify problems and issues to be addressed and propose corrective actions;
- To liaise with relevant internal and external stakeholders, as appropriate;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief of War Crimes Investigation Unit.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police 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 four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police 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 five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

Specification of experience

- At least two (2) years of management experience in investigations posts;
- Experience in the field of Criminal Investigations/ War Crime Investigations/ICTY investigations;
- Authorized to carry and issued a personal weapon.

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:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Experience in working on organised and serious crime cases;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Strong communication, research and analytical skills; ability to analyse and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programmes;
- Ability to coordinate the work of others, both international and national staff, work towards deadlines and handle concurrent activities;
- 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Training in International Criminal Investigations, in particular War Crimes Investigation.

The Investigator of the War Crimes Investigation Team reports to War Crimes Investigation Team Leader.

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);
- To conduct investigations, to undertake substantive investigation measures and to consolidate data;
- To examine all materials, prepares, plans, 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 Judicial and Prosecutors Office. When required attend crimes scenes and exhumation sites, preparation of official reports and prosecution investigation files;
- To assist the Chief of War Crime Investigation Unit (WCIU) in the coordination of activities relevant to investigations and the preparation of official reports;
- To liaise with relevant internal and external stakeholders, as appropriate;
- To participate in the development, implementation and evaluation of casework as necessary;
- To monitor and analyse the development and implementation of the agreed programme outputs;
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the War Crimes Investigation Team Leader.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police 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 four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police 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 five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

Specification of experience

- Experience in the field of Criminal Investigations/ War Crime Investigations/ICTY investigations;
- Substantial and relevant professional experience within the field of War Crimes Investigations and/or high level criminal investigation skills. Knowledge and competency in attendance at Crimes Scenes and the gathering, handling and retention of evidence and exhibits;
- Experienced in utilizing material generated from various open source;
- Authorized to carry and issued a personal weapon.

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:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Experience in working on organised and serious crime cases;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Strong communication, research and analytical skills; ability to analyse and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programmes;
- Ability to coordinate the work of others, both international and national staff, work towards deadlines and handle concurrent activities;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Training in International Criminal Investigations, in particular War Crimes Investigation;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Working knowledge of office procedures and equipment; ability to use of standard office software.

Executive Division

Special Police Department

Title: **Head of Special Police Department – EK 10235**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Head of Special Police Department reports to the Deputy Head of Executive Division (Head of Executive Police).

2. Main tasks and responsibilities:

- To direct, supervise, coordinate and analyse all activities of the Special Police Department with due regard to the best European Policing standards;
- To act as the representative of the Special Police Department for contacts with senior government officials of the Ministry of Interior, police officials and other officials dealing with police issues, and articulates Mission policy on special police matters to above mentioned officials;
- To facilitate cooperation of the Department with other EULEX Mission Departments as well as international and local counterparts;
- To coordinate different subdivisions of the Head of Special Police Department;
- To organize and coordinate developments within the Kosovo Police (KP) in his/her field of competence;
- To assist and advise the Head of Executive Division, with the assistance of the appropriate operational and technical staff, on all special police issues;
- To represent the Special Police Department internally within the Executive Division and externally with other EULEX Departments as well as international and local organizations;
- To lead the process of identifying training needs for the Special Police Department;
- To undertake any other tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

2. Qualifications and experience:

Essential:

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law Enforcement, Law, Public Administration, 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 twelve (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, Law Enforcement, Law, Public 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 thirteen (13) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least thirteen (13) years of relevant and proven full-time police experience.

Specification of experience

- At least ten (10) years of progressive professional experience in Police Service and at least 5 years of experience at Upper Management with broad professional experience in all aspects of Police management;
- Authorized to carry and issued a personal weapon;
- Colonel/Chief Superintendent rank or equivalent.

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:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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;
- Excellent negotiation and problem-solving skills;
- Proactive approach and ability to lead efficiently a diverse organizational component;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- International experience, particularly in crisis areas with multi-national and international organizations.

The Chief of Information Management Cell reports to Chief of Staff (Special Police Department).

1. Main tasks and responsibilities

- To manage and coordinate the daily work of the Information Management Cell;
- To manage an effective communication and liaison with all professional relationships;
- To maintain good communication within the unit and distribute all relevant information to unit members;
- To supervise the maintenance and update of the database concerning likely risks/threats directly affecting the SPD Units' operations;
- To undertake any other related tasks as requested by the Chief of Staff (Special Police Department).

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by a degree in Law Enforcement 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 Law Enforcement 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;

OR

- Successful completion of a full course in Police / Military Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience including investigation and/or intelligence.

Specification of experience

- Indicative rank: Major\Captain rank or equivalent;
- Previous experiences in the area of Intelligence;
- Authorized to carry and issued a personal weapon;
- Very good interpersonal and communication skills, English both written and oral.

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:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Working knowledge of special units.

Title: **Information Management Cell Officer, SPD – EK 10238**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Information Management Cell Officer reports to Chief of Information Management Cell.

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 develop and maintain sources of information;
- To set priorities appropriately by adopting a systematic and methodical approach to information collection planning, using resources effectively and efficiently;
- To maintain a general and specific awareness to events related to public order and safety;
- To maintain and update the database concerning likely risks, threats directly affecting the SPD Units operations;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief of Information Management Cell.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law / Police Science, or Intelligence and Security, 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 / Police Science, or Intelligence and Security, 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

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least four (4) years of relevant and proven full-time police experience.

Specification of experience

- Indicative rank: Warrant Officer rank or equivalent;
- Previous experiences in the information gathering working area;
- Good interpersonal and communication skills;
- Authorized to carry and issued a personal weapon;
- Experience in using methodologies and different sources for research, including open sources.

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:

- 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;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances.

Title: **Chief of Operation Cell, SPD – EK 10244**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief of Operation Cell, Special Police Department reports to Chief of Staff (Special Police Department).

1. Main tasks and responsibilities:

- To manage and coordinate the daily work of the Operation Cell;
- To manage and coordinate the duties of Operation Cell before, during and after special operations;
- To manage and coordinate actions between all SPD Units and other units / departments / divisions / organizations;
- To manage and coordinate both long term and urgent planning of all Operation Cell activities;
- To Manage all training activities of the Special Police Department;
- To prepare, chair and take part in briefings about operations and trainings with other units/departments/divisions/organizations;
- To gather, review, evaluate and elaborate operational orders and forward through the chain of command;
- To write orders about operative problem solving;
- To collect SOP;
- To keep all the ordinary publications listed in a provided load-register; taking also care of permanent or temporary allocation of above mentioned publications to requesting offices;
- To undertake any other related tasks as requested by the Chief of Staff (Special Police Department).

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Police 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 Law Enforcement, Police 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;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- At least ten (10) years of progressive professional experience in police service;
- Major, Captain rank or equivalent;
- Authorized to carry and issued a personal weapon;
- Previous working experiences in the area of Operations.

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:

- 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 is desirable;
- Very good communication skills in English, written and spoken;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Operation Officer, SPD – EK 10245**

Employment regime: **Seconded**

Confirmed vacancies: 4 Pending Vacancies: 0

The Operation Officer reports to the Chief of Operation Cell.

1. Main tasks and responsibilities

- To execute the daily work of the Operation Cell in shift routine, under the direction of the Chief;
- To execute the duties of the Operation Cell before, during and after special operations;
- To execute both long term and urgent planning of all Operation Cell activities;
- To prepare briefings about operations;
- To keep all the ordinary publications listed in a provided load-register; taking also care of permanent or temporary allocation of above mentioned publications to requesting offices;
- To undertake any other related tasks as requested by the Chief.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Police 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 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 Enforcement, Police 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 six (6) years of relevant and proven full-time professional experience;

OR

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

Specification of experience

- At least five (5) years of progressive professional experience in police service;
- Authorized to carry and issued a personal weapon.

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:

- 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;
- Previous experience related to specialized units daily tasks and special operations;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **SWAT Operator, SPD – EK 10262**

Employment regime: **Seconded**

Confirmed Vacancies: 4 Pending Vacancies: 0

The SWAT Operator reports to SWAT Team Leader.

1. Main tasks and responsibilities:

- To be responsible for all the tasks dedicated to Intervention Group under the supervision of a SWAT Team Leader;
- To remain in good physical shape and well trained in order to keep a high level of preparation at any time regarding readiness to operate on high risk situations;
- To be able to assess a situation under stress pressure and to react accordingly always respecting prescribed laws and regulations;
- To develop guidelines, procedures for EULEX mission regarding intervention units tasks;
- To behave in a professional way at all times keeping in mind the aim of the mission, security of persons and human dignity with adapted manners to an international mission working in a multicultural environment;
- To undertake any other related tasks as requested by the SWAT Team Leader.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of eight (8) years of relevant and proven full-time police experience.

Specification of experience

- Minimum of five (5) years of experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit;
- Strong experience on High risk arrests;
- Authorized to carry and issued a personal weapon.

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:

- 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;
- Driving license of Category C;
- 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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

The Close Protection Officer (SPD) reports to the Close Protection Team Leader (SPD).

1. Main tasks and responsibilities:

- To be responsible for in operational C/P operations;
- To conduct armed close protection of the HoM, visiting VIP or EULEX mission staff at risk;
- To provide personal security advice to members of the organization;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training;
- To carry out daily administration and operational planning for daily C/P activities;
- To provide comprehensive procedural documents with respect to C/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To assist in coordination of VIP visits with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organizations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission C/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Close Protection Team Leader (SPD).

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and a minimum of five (5) years of relevant and additionally proven full-time professional experience in close protection;

OR

- Equivalent education in Police /Military Academy and at least five (5) years of relevant and proven full-time professional experience in close protection.

Specification of experience

- Two (2) years of experience in close protection;
- Demonstrated ability in providing effective operational planning for a Close Protection Team;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Trained in close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

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;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances.

Title: **Migration Management Expert – EK 10287**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Migration Management Expert reports to the Chief Advisory Unit on Internal Matters.

1. Main tasks and responsibilities :

- Under the direct supervision of the Chief Advisory Unit on Internal Matters, and in the context of the visa dialogue, the incumbent will:
- To be devoted full time to the Mission Implementation Plan (MIP) Development;
- To monitor, mentor and Advise the Chief of the Department on Citizenship, Asylum and Migration and all relevant departments of the Kosovo Ministry of Internal Affairs (MoIA) and other institutions in establishing the rule of law and in implementing the commitments deriving from the visa liberalization process, in the field of migration;
- To monitor and report on the implementation of European Commission recommendations delivered in the Annual Progress Report;
- To assist the MoIA in the elaboration and the implementation of different strategies (Strategy and Action Plan on Migration, Strategy on Reintegration of the Readmitted Persons; Strategy on Fight Against the Trafficking of Human Being);
- To monitor the process of approximating and harmonizing national legislation with the “acquis communautaire”, and ensuring the compliance of draft legislation with EU legislation as well as the proper implementation of approximated legislation in the field of asylum, foreigners, citizenship, readmission, reintegration and migration;
- To support the establishment of best practices in migration management, including irregular migration control, labour and facilitated migration, counter-trafficking, as well as developing links between migration and development;
- To assist the building process of the capacity of the local institutions and prepare them in the way towards visa liberalisation process and, when the time comes, to work with the EU institutions;
- To provide expertise related to the field of migration, asylum, citizenship, foreigners, readmission and reintegration and make recommendations for their further development;
- To monitor, advise and provide information on asylum, foreigners, repatriation and security related issues; regularly monitor developments and their impacts on the humanitarian situation;
- To undertake any other tasks as requested by the Chief Advisory Unit on Internal Matters.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Economy, Law, Public Administration 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 university degree preferably in Social Sciences, Business Administration, Economy, Law, Public 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 eleven (11) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or equivalent national standard and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- Experience related to the international law, EU legislation and *acquis communautaire* in the area of migration, asylum and foreigners;
- Experience in the negotiations of the readmission and visa's agreement;
- Working experience in an International Organization or working with governmental or EU institutions;
- A minimum of ten (10) years of professional experience in public service at senior policy and advisory level in government, especially in the field of migration;
- Extensive knowledge and proven experience in institutional building and development;
- In-depth knowledge of best international practices in migration management;
- Experience in liaising with governmental authorities as well as with national and international institutions;
- Diplomatic and negotiation skills, both oral and written;
- Strong interpersonal and organizational skills; strategic and creative thinking.

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;
- Excellent understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Personal commitment, efficiency and drive for results, and problem solving skills;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Advisor to Kosovo Police Inspectorate (PIK) – EK 10288**

Employment regime: **Seconded**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Advisor to Kosovo Police Inspectorate (PIK) reports to the Chief Advisory Unit on Internal Matters.

3. 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 the area of monitoring, mentoring and advising (MMA), in particular with respect to the accountability aspect of the Mission's mandate;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To advise the senior management of the Kosovo Police Inspectorate (PIK) on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to criminal and disciplinary offences committed by Kosovo Police employees, in order to comply with relevant legislation and best practices, in line with the Mission mandate and priorities;
- To provide technical and tactical advice and assistance to the PIK in relation to initiating proactive and reactive operations to reduce and disrupt crime and misconduct within the Kosovo Police and to provide guidance with complex and diverse enquiries, in line with the Mission mandate and priorities;
- To mentor, monitor and advise the PIK about prevention, detection, documentation and investigation of the criminal offences as well as disciplinary offences committed by Kosovo Police employees during the exercise of their official duty or off duty. This includes investigations of high profile disciplinary incidents and disciplinary investigations of police officers having the highest rank within the senior police management level and senior appointed police positions, in line with the Mission mandate and priorities;
- In case of non-compliance, to report to without delay to the Team Leader including recommendations on how to address the situation;
- 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;
- To liaise, as appropriate, with other external stakeholders;
- To undertake any other tasks as requested by the Chief Advisory Unit.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Police Science, Law Enforcement, Security and Risk Management 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 eight (8) years of relevant and proven full-time professional experience.

Specification of experience

- At least eight (8) years of professional experience within the required field of specialisation out of which three (3) years in a senior management position;
- Indicative rank: at least Major or equivalent;
- Very good interpersonal and communication skills, both written and oral.

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;
- 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.

Title: **Migration Advisor – EK 10292**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Migration Advisor reports to the Chief of Advisory Unit on Internal Matters.

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 in areas related to migration, with a particular emphasis on the visa liberalisation roadmap;
- To contribute to the implementation of the Mission’s policies by identifying and analysing potential political interference and corruption, accountability, human rights and gender issues, etc.;
- To monitor and mentor the process of approximating and harmonizing national legislation with the “acquis communautaire”, and ensuring the compliance of draft legislation with EU legislation as well as the proper enforcement of the relevant legislation in the field of migration and visa policy;
- To support the establishment of best practices in migration management, including irregular migration control, labour and facilitated migration, counter-trafficking, as well as developing links between migration and development;
- To advise on visas issues and foreigners matters and to support the local authorities in the establishment of the visa regime and the implementation of the legislation related to these issues;
- To assist the Ministry of Internal Affairs (MoIA) in developing and implementing a methodology and plan for inland detections in order to improve the Kosovo authorities’ capacity to prevent, detect and investigate trafficking in human beings and the facilitation of irregular migration;
- To assist the adoption of the measures defining the liability of carriers, including financial penalties, to return third-country nationals who do not meet the conditions of entry to Kosovo;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To contribute to coordination at operational level with other organisational units, in particular the Police Strengthening Department and the Border Management Department;
- To liaise, as appropriate, with other external stakeholders;
- To undertake any other related tasks as requested by the Chief of Advisory Unit on Internal Matters.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, International 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 five (5) 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 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 six (6) of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of professional experience in a public administration or other relevant institution, dealing with migration issues;
- Knowledge and proven experience in the visa liberalisation process with the Western Balkans;
- Experience in liaising with governmental authorities as well as with national and international institutions.

Personnel Security Clearance

- To be in 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;
- Personal commitment, efficiency and drive for results, and problem solving skills;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Strong interpersonal and organizational skills; strategic and creative thinking;
- Knowledge of Albanian and/or Serbian language.

Title: **Coordination Officer to Head of Police Strengthening Department – EK 10317**

Employment Regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Coordination Officer reports to the Head of Police Strengthening Department.

1. Main tasks and responsibilities

- To coordinate activities as directed by the Head of Police Strengthening Department (HoPSD) in operationalizing the Mission's mandate and tasks as set out in the planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To cooperate with the Executive Officer by ensuring a smooth running of the organizational units, including by following up on taskings independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To advise senior PSD staff on all aspects of the aims and objectives of the the planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP) in coordination with the the Planning, Coordination and Compliance Office (PCCO) and other relevant organizational units;
- To advise senior PSD staff on the required commitment to the Mission Implementation Plan (MIP), ensuring that it is properly managed and resourced within PSD, and that the relevant staff act in full compliance with agreed policies and procedures;
- To liaise with internal Police Components, as well as KFOR and other identified international or local organisations as needed;
- To monitor the progress of requests and ensure the HoPSD is fully informed in a timely manner;
- To provide accurate and timely written reports as requested by the HoPSD, as well as processing and performing quality control of incoming reports;
- To attend internal and external meetings as directed by the HoPSD;
- To undertake any other related tasks as required by the Head of Police Strengthening Department (HoPSD).

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Law, Public Administration 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 police experience at the strategic level and experience with crisis management;

OR

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Law, Public 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 six (6) years of relevant and proven full-time police experience at the strategic level and experience with crisis management;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least six (6) years of relevant and proven full-time police experience at the strategic level and experience with crisis management.

Specification of experience

- Indicative rank: at least Lieutenant/Inspector;
- Ability to acquire useful information from a variety of sources and incorporate it into accurate reports;
- Have the ability to use own initiative when working individually as well as being an integral team member within a multi-national environment;
- Have the ability to make sound and timely decisions related to own duties as well as those which might affect the interests of colleagues and partners.
- Creative mind set and good negotiation, mediation and problem solving skills;
- Experience with programme management;
- Very good interpersonal and communication skills, both written and oral.
- Good computer skills. Very good ability to take initiative and be proactive in the work. Have a broad policing experience.

Personnel Security Clearance

To be in 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;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Serbian language.

The Advisor to Department for Public Safety reports to the Advisor to Assistant Deputy Director General of Operation.

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), activities in the area of Public Safety and traffic related issues. Additionally he/she will monitor, mentor and advise (MMA the senior staff of Kosovo Police);
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in the department compliant with national and international legislation in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the department regarding planning for pro-active and re-active police operations and, in case of need, give advice to correct improper decisions in line with the Mission mandate and priorities;
- To assist Head of KP Public Order Department in developing internal professional working relationships and coordination in line with the Mission mandate and priorities;
- To define short, medium and long term objectives, develop associated plans, and monitor and evaluate performance to ensure that KP objectives are achieved in line with the Mission 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 undertake any other related tasks as requested by the Advisor to Assistant Deputy Director General Operation.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration 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 police experience in the field of public safety;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public 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 eleven (11) years of relevant and proven full-time police experience in the field of public safety;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience in the field of public safety.

Specification of experience

- At least five (5) years of experience at senior management level with the responsibility for the area of Public Safety;
- Indicative rank: Lt. Colonel/ Superintendent or equivalent;
- Excellent interpersonal skills and ability to work dynamically on own initiative in a methodical manner with a flexible approach;
- Very good communication skills, both written and oral.

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;
- 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;
- Experience in program development and project management (capacity building) in crisis or post crisis areas;
- Working knowledge of common project management tools;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Serbian language.
- Training in intercultural competence, mentoring and advising.

Title: **Advisor to Assistant Deputy Director General Investigations – EK 10324**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor to Assistant Deputy Director General Investigations reports to the Advisor to Deputy Director General Operation.

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 the area of monitoring, mentoring and advising (MMA);
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to major and serious criminal offences in line with Mission mandate and priorities;
- To provide technical, tactical and constructive advice to support, to mentor and monitor national staff in relation to initiating pro-active and re-active operations to reduce and disrupt major and organised crime within Kosovo and to provide guidance with complex and diverse enquiries;
- To assist KP in developing professional working relationships with neighbouring states and other European countries in order to increase cooperation in the investigation of cross border major and organised crime;
- To coordinate closely with other relevant organisational units;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Advisor to Deputy Director General Operation.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration 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 police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- Rank: LTC/Superintendent or equivalent civil servant position within a Police Service;
- At least five (5) years of experience as a supervisor/manager of a unit or team within the required field of specialisation;
- Supervisory experience of major case handling;
- Very good personal and communications skills, both written and oral;

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:

- Knowledge of project management theories and practises;
- 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;
- Driving license of Category C;
- Knowledge of Serbian language.

The Advisor to Deputy for Criminal Investigations reports to the Advisor to Assistant Director General Investigations.

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 the area of monitoring, mentoring and advising (MMA);
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to major and serious criminal offences in line with Mission mandate and priorities;
- To assist the development of senior management in the KP to deal with inter-ethnic crime, particularly hate crimes. Encourage the KP to draft and implement policies in relation to this phenomenon.
- To assist the KP to cooperate with the Public Prosecutor Offices.
- To enhance anti-corruption capabilities within KP through MMA of the senior management.
- To provide technical, tactical and constructive advice to support, mentor and monitor national staff in relation to initiating pro-active and re-active investigations
- To reduce and disrupt major and organised crime within Kosovo and to provide guidance with complex and diverse enquiries in line with the Mission mandate and priorities;
- To assist KP in developing professional working relationships with neighbouring states and other European countries in order to increase cooperation in the investigation of cross border criminal investigations in line with the Mission mandate and priorities;
- To coordinate closely with other relevant organisational units;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Advisor to Assistant Director General Investigations.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration 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 police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- Rank: LTC/Superintendent or equivalent civil servant position within a Police Service;
- Minimum of five (5) years of experience as a supervisor/manager of a unit or team within the required field of specialisation;
- Supervisory experience of major case handling;
- Very good personal and communications skills, both written and oral.

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:

- Knowledge of project management theories and practises;
- 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;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Advisor to Department Against Organised Crime – EK 10329**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor to Department Against Organised Crime reports to the Advisor to Assistant Deputy Director General Investigations.

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 the area of monitoring, mentoring and advising (MMA) in the field of organised crime;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to organised crime in line with Mission mandate and priorities;
- To facilitate liaison with the Ministry of Justice, OSCE, IOM and other agencies that could support investigations on organized crime, narcotics, trafficking in human beings etc.;
- To monitor all DOC KP Intelligence/Analysis reports relevant to his/her assigned directorate;
- To advise and support DOC KP investigations; information gathering and operations issues within his/her assigned section (investigations supervision/coordination) in line the Mission mandate and priorities;
- To coordinate closely with other relevant organisational units;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Advisor to Assistant Deputy Director General Investigations.

2. Qualifications and experience:

Essential:

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration 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 police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- Rank: LTC/Superintendent or equivalent civil servant position within a Police Service;
- Supervisory experience of major case handling;
- Supervisory background and experience in criminal investigation compulsory;
- At least five (5) years of experience at the senior management level;
- Active approach in problem solving;
- Very good communication skills, both written and oral.

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:

- Knowledge of project management theories and practises;
- 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;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Advisor to Directorate for Investigation Support – EK 10332**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor to Directorate for Investigation Support reports to the Advisor to the Department Against Organized Crime.

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 the area of monitoring, mentoring and advising (MMA), in particular with regard to the fight against organised crime;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures ("institutional" MMA);
- To contribute to the implementation of the Mission's policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To advise the Director of the Kosovo Police Inspectorate (PIK) on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to criminal and disciplinary offences committed by Kosovo Police employees, in order to comply with relevant legislation and best practices, in line with the Mission mandate and priorities;
- To assist and mentor lawful interception work in accordance with international standards and in line with the Mission mandate and priorities;
- To advise the Director for Investigation Support on the establishment of necessary respective policies, directives, documentation, administrative and operational requirements in line the Mission 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 liaise with relevant national and international organisations at the appropriate level to review current policies and operating principles;
- To undertake any other related tasks as requested by the Advisor to the Department Against Organized Crime.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Police Sciences, 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 police experience desirable with middle management level experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Police Sciences, 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 police experience desirable with middle management level experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience desirable with middle management level experience.

Specification of experience

- At least five (5) years of experience in relevant field of specialisation;
- Indicative rank: at least Major Captain/Chief Inspector or equivalent in a police service;
- Special skills in handling and maintenance of telecommunication equipment, special knowledge in interception techniques;
- Substantial and relevant professional experience within the field of lawful intercepts and information dissemination and/or high level criminal investigation skills;
- Sufficient knowledge about maintenance of computers and networking;
- Background in investigations, technical and operational support;
- Experience in working organized crime cases;
- Knowledge of applicable laws and regulations in this domain.

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;
- 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;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Coordinator (Regional Advisory Unit) – EK 10333**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Coordinator Regional Advisory Unit reports to the Advisor to the Deputy Director General of Operation.

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 the area of monitoring, mentoring and advising (MMA) in a mobile capacity covering all of Kosovo;
- 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 Advisor to the Deputy Director General of Operations;
- To contribute to the implementation of the Mission's policies by assertive MMA;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, human rights and gender issues, etc.;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local police with EULEX advice given at HQ level;
- Collect and collate "on the spot" performance statistics that relate to Kosovo's criminal justice system, as part of the Mission's benchmarking processes covering all of Kosovo;
- As required, advise and mentor local counterparts in a structured manner in line with the Mission's planning documents;
- To coordinate within the Unit on any operational plans, tasks or functions involving them;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- In case of non-compliance, to report without delay to the Head of Division, including recommendations on how to address the situation;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To be available for potential redeployment to the north of Kosovo according to operational needs;
- To undertake any other related tasks as requested by the Advisor to Deputy Director General of Operation.

1. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Police Sciences, 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 police experience;

OR

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Police Sciences, 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 police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- At least five (5) years of experience at the senior management level in command of a district or specialist department;
- Rank: Captain/Chief inspector or equivalent;
- Have a creative and active approach in problem solving;
- Authorized to carry and issued a personal weapon;
- Proven ability to supervise teams of officers.

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:

- Knowledge of and experience in project management;
- 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;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Serbian language;
- Experience of Internal Inspection/Review/Audit/Compliance;
- Attendance on a EU Civilian Crisis Management Course.

Title: Regional Advisor (Regional Advisory Unit) - EK 10334 Employment regime: Seconded Confirmed vacancies: 4 Pending vacancies: 0

The Regional Advisor reports to the Coordinator (Regional Advisory Unit).

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 monitoring, mentoring and advising (MMA);
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To contribute to the implementation of the Mission’s policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To advise and support on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the regional Commander regarding planning for pro-active and re-active police operations and, in case of need, correct improper decisions;
- To assist KP Regional Management in developing internal professional working relationships and coordination with neighbouring police units;
- To liaise and cooperate with other Kosovo and international stakeholders operating into the Region;
- To undertake any other related tasks as requested by the Coordinator (Regional Advisory Unit).

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Police Sciences, 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 police experience;

OR

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Police Sciences, 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 police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more, and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- At least five (5) years of experience at the senior management level in command of a district or specialist department;
- Indicative rank: Captain/Chief inspector or equivalent.

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;
- Knowledge of and experience in project management.
- 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;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Serbian language.

The Mobile Advisor (Regional Advisory Unit) reports to the Advisor to Deputy Director General Operations.

1. Main tasks and responsibilities

- To work as a member of the Regional Advisory Unit which will include travelling within the theatre of operations to advise on or review current KP procedures and providing advice and direction to KP;
- 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) under a mobile team concept;
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organizational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To contribute to the implementation of the Mission’s policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To collect and collate “on spot” performance statistics that relate to Kosovo’s criminal justice system, as part of the Mission’s benchmarking processes covering all of Kosovo;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To maintain statistics, records or other documentation as it relates to the Mission Implementation Plan (MIP) and reporting on the status of Mission Implementation Plan (MIP) efforts as required.
- To liaise with the Kosovo Police on the Mission Implementation Plan (MIP) regarding any activities within his/her area of responsibility;
- To gather, collect, analyse all the necessary information and to compile the monthly reports according with the mission program and directives as it relates to the Mission Implementation Plan (MIP);
- Other duties as assigned to include providing aggressive MMA in support of the Mission Implementation Plan (MIP) actions or assigned to special projects and relevant cross cutting issues.
- To liaise with relevant national and international organisations to review current policies and operating principles;
- To be available for potential redeployment to the north of Kosovo according to operational needs;
- To undertake any other related tasks as requested by the Advisor to Deputy Director General Operations.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Economy, Law, Public Administration 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 police experience in a similar position;

OR

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Economy, Law, Public 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 six (6) years of relevant and proven full-time police experience in a similar position;

OR

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

Specification of experience

- Authorized to carry and issued a personal weapon;

Personnel Security Clearance

- No Personnel Security Clearance is needed.

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;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Serbian language.

The Analyst Financial Intelligence Unit reports to the Head of Police Strengthening 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 monitoring, mentoring and advising (MMA) the analytical work of the FIU;
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To advise and support the conduct of inputting complex financial data into the FIU database(s);
- To advise and support intelligence searches on FIU and external registers and databases;
- To advise and support the production of financial intelligence reports for dissemination to the appropriate authorities concerning possible money laundering or terrorism financing violations;
- To advise and support the conduct internal audits of the methodology utilized by the FIU related to the accessing, processing, analysing, compiling and disseminating complex financial data;
- To advise and support FIU/IT personnel in developing and improving existing databases;
- To exercise limited executive responsibilities in this field;
- To undertake any other related tasks as requested by the Advisor of FIU.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Economics, Finance or Public Administration 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 police experience especially in the field of Financial Intelligence;

OR

- Successful completion of a full course of university studies attested by a degree in Economics, Finance, or Public 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 four (4) years of relevant and proven full-time police experience especially in the field of Financial Intelligence;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least four (4) years of relevant and proven full-time police experience especially in the field of Financial Intelligence.

Speciation of experience

- Broadly-based exposure to, and familiarity with, public administrative standards and norms;
- Knowledge of policies and practices within public sector expenditure programmes, especially related to Kosovo;
- Proficient in computer skills and software applications.

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;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Serbian language.

The Station Advisor reports to the Regional Advisor Mitrovica Region.

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 monitoring, mentoring and advising (MMA) at police station level in the North;
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To contribute to the implementation of the Mission’s policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To collect and collate “on spot” performance statistics that relate to Kosovo’s criminal justice system, as part of the Mission’s benchmarking processes covering all of Kosovo;
- To liaise with relevant international stakeholders operating in the region at the appropriate level;
- As required, advise and mentor local counterparts in a structured manner in line with the Mission’s planning documents;
- 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 tasks as requested by the Regional Advisor Mitrovica Region.

2. Qualifications and experience

Essential

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

Specification of experience

- At least six (6) years of extensive operational police experience within the required field of specialisation;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Staff member is expected to live in the North.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Previous International policing experience
- 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 Serbian language.

The Customs Investigations Advisor reports to the Head Border Management Department.

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 the area of monitoring, mentoring and advising (MMA) with regard to Customs Investigation duties;
- To monitor, mentor and advise the relevant Kosovo Customs Directorates on the strategic and operational management and development of the Enforcement functions dealing with intelligence and investigation;
- To monitor, mentor and advise the Kosovo Customs involved directors on managerial control regimes,
- To advise on the enforcement element of the Customs Service Annual Operational Management Plan in relation to Intelligence and Investigation issues;
- To monitor, mentor and advise the high revenue risk control regime in relation to intelligence and investigation;
- To monitor, mentor and advise in the collect and disseminate of information from varied sources;
- To monitor, mentor and advise that intelligence information is properly handled, disseminated, stored and contributes to the effectiveness of Kosovo Customs law enforcement efforts;
- To advise and report to the Head of the Customs Component on any Law Enforcement strategic and operational activities related to Intelligence and Investigation; recommend correction/intervention when assessed needed;
- To monitor, mentor, advise and assist in improving the capability to deprive criminal attacks on revenue flow to the Kosovo Consolidated Budget by means of targeted enforcement activity;
- To monitor, mentor and advise the Ministry of Finance and Economy fiscal policy decision-making process in relation to Intelligence and Investigation from the Enforcement perspective through Kosovo Customs Directorates and/or EULEX Head of Customs;
- To assist in developing customs liaison with Enforcement counterparts in other Customs services in relation to intelligence and investigation;
- To represent the Customs Component in other EULEX units involved in intelligence collection and dissemination;
- To represent the Customs Component on all customs related intelligence related matters with other international organizations including KFOR that can assist the Head of Customs;
- To work closely with the Customs Anti-smuggling and Risk Assessment Advisor to ensure a professional EU Best Practise approach in areas within Law Enforcement not covered in the job description;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Head Border Management Department.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Management 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 seven (7) 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, Business or Public Administration, Management 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 eight (8) years of relevant and proven full-time professional experience.

OR

- Equivalent Customs education and at least ten (10) years of relevant and proven full-time professional experience.

Specification of experience

- Minimum of five (5) years of professional experience in a middle/higher management position in a European Union customs administration and proven experience in the field of customs Law Enforcement, mainly in the fields of Intelligence and Investigation.

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;
- 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;
- Ability to monitor/mentor/advise local counterparts;
- Theoretical knowledge of current Personnel Management/HRM systems, thinking and “best practice”;
- Experienced in Corporate Service or Support Function reviews;
- Ability to perform under stress and in difficult circumstances;
- Driving licence of Category C.

The Border Police Advisor to Investigation Intelligence reports to the Head Border Management Department.

3. 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 the area of monitoring, mentoring and advising (MMA)
- To act as a mentor/advisor to the KP Investigation Unit of Border Police in his/her every day activities and monitor all border issues relevant to his/her assigned position;
- To monitor all relevant KP Investigation and Intelligence issues focusing on tactical, legal and administrative requirements;
- To monitor the intelligence gathering within KP e.g. during interrogation;
- To monitor the cooperation of the KP Investigation Unit with public prosecutors and other investigation and intelligence units;
- To undertake any other related tasks as requested by the Head of Border Management Department.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of ten (10) years of relevant and proven full-time police experience.

Specification of experience

- Minimum of five (5) years of relevant and proven full-time Investigation and Intelligence experience;
- Experience in international law enforcement operations in the area of border policing.

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

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

Title: **Team Leader – Airport Team – EK 10360**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Team Leader – Airport Team reports to the Head Border Management Department.

1. Main tasks and responsibilities:

- To act as a mentor/advisor to the KP Station Commander Pristina Airport in his/her every day activities and monitor all border issues relevant to his/her assigned position, revise or annul decisions if necessary regarding MMA Operations;
- To assist the KP Station Commander in all operational matters especially when he acts as a Ground Commander during specific operations related to MMA Operations;
- To monitor the liaison between the KP Border Police and other actors at the Airport e.g. Airport Management, Fire brigade, Airlines, Customs in line with MMA Operations;
- To perform managerial skills assessment on a regular basis;
- To provide career development advice;
- To represent the EULEX Mission at all major functions at local level as requested by supervisor;
- To be responsible for the operation and administration of EULEX staff e.g. creating of duty roster;
- Other duties as assigned to include providing aggressive MMA in support of the Mission Implementation Plan (MIP) actions, assigned to special projects or cross-cutting issues;
- To perform any other duties as assigned;
- To undertake any other related tasks as requested by the Head Border Management Department.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration 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 Police Sciences, Social Sciences, 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 eleven (11) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- Working knowledge of the ICAO Regulation (International Civil Aviation Organisation);
- Working Knowledge in Airport Security operations;
- Working Knowledge of IATA Security standards and Best Practises.

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.

The Border Police Monitor to Airport KP Chief of Operations reports to the Team Leader – Airport Team.

1. Main tasks and responsibilities:

- To act as a mentor/advisor to the KP Chief of Operations Pristina Airport in his/her every day activities and monitor all border issues relevant to his/her assigned position;
- To assist the KP Chief of Operations in all operational matters such as operational planning, contingency plans, handling of major incidence like bomb threats, unattended luggage, mass casualties operation etc in line with MMA Operations;
- To monitor the cooperation between KP Border Police and other actors at the Airport e.g., Airport Management, Fire brigade in line with MMA Operations;
- To perform managerial skills assessment on regular basis regarding MMA Operations;
- To provide career development advice;
- To act as the deputy to the Advisor of the Station Commander;
- Other duties as assigned to include providing aggressive MMA in support of the Mission Implementation Plan (MIP) actions, assigned to special projects or cross-cutting issues;
- To undertake any other related tasks as requested by the Team Leader – Airport Team.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of ten (10) years of relevant and proven full-time police experience.

Specification of experience

- Minimum of five (5) years of relevant and proven full-time Chief of Operations or Operations Manager at an International Airport experience;
- Experience in international law enforcement operations in the area of border policing;
- Working knowledge of the ICAO Regulation (International Civil Aviation Organisation);
- Working Knowledge in Airport Security operations;
- Working Knowledge of IATA Security standards and Best Practises.

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

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

Title: **Border Police Monitor to Airport Investigation/Intelligence – EK 10364**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Border Police Monitor reports to Team Leader – Airport Team.

2. Main tasks and responsibilities:

- To act as a mentor/advisor to the KP Investigation Unit of Border Police in his/her every day activities and monitor all border issues relevant to his/her assigned position;
- To monitor all relevant Airport Investigation and Intelligence issues focusing on tactical, legal and administrative requirements;
- To monitor the intelligence gathering at the Airport e.g. during interrogation;
- To monitor the cooperation of the KP Investigation Unit with public prosecutors and other investigation and intelligence units;
- To support the operations at the at the border and boundary common crossing points if needed
- To undertake any other related tasks as requested by the Team Leader – Airport Team.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of ten (10) years of relevant and proven full-time police experience.

Specification of experience

- Minimum of five (5) years of relevant and proven full-time Investigation and Intelligence experience;
- Experience in international law enforcement operations in the area of border policing.

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

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

Title: **Border Police Monitor to Airport KP Arrival & Departure Section – EK 10365**

Employment regime: **Seconded**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Border Police Monitor reports to Airport Team Leader.

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 the area of monitoring, mentoring and advising (MMA) with regard to border police procedures and duties;
- To guide and advise the KP Arrival and Departure Section Police in his/her every day activities and monitor all border issues relevant to his/her assigned position;
- To guide and assist the KP in checking identification documents;
- To guide and assist KP in border crossing procedures;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To support the operations at the border and boundary common crossing points if needed;
- To undertake any other related tasks as requested by the Head of Border Management Department.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, with a minimum of ten (10) years of relevant and proven full-time professional experience;

OR

- Equivalent Police education in Police Academy and at least ten (10) years of relevant and proven full-time professional experience.

Specification of experience

- Minimum of five (5) years of relevant and proven full-time Passport Control experience;
- Basic knowledge of Document Forgery Detection;
- Experience in international law enforcement operations in the area of Border policing;
- Working knowledge of the ICAO Regulation (International Civil Aviation Organisation).

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

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