

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX I

**CORRIGENDUM TO THE 2-2014 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:	4 August 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 20020	Auditor	0	1	1	Sep-14
	EK 20022	Verification Officer	1	0	1	Sep-14
	EK 20045	Head of Planning, Coordination and Compliance Office	0	1	1	Sep-14
	EK 20047	Evaluation/Programme Officer	0	1	1	Sep-14
	EK 20052	Political Advisor/Reporting Officer (North)	0	1	1	Sep-14
	EK 20063	Press and Public Information Officer	1	0	1	Oct-14
	EK 20078	Legal Officer	6	2	8	2 in Sep, 5 in Oct, 1 in Dec-14
	EK 20085	Deputy Head of Department of Forensic Medicine –	0	1	1	Oct-14
	EK 20089	Forensic Archeologist	0	1	1	Sep-14
	EK 20094	Judge in Special Chamber of the Supreme Court (privatisation matters)	1	1	2	1 in Sep, 1 in Dec-14
	EK 20096	Criminal Judge at Supreme Court/Appellate Court	2	2	4	Sep-14
	EK 20097	Legal Officer at the Supreme Court /Appellate Court	2	1	3	1 in Sep, 1 in Oct, 1 in Dec-14
	EK 20100	Criminal Judge at Mobile Unit for Basic Court level	1	0	1	Oct-14

* International staff contracted by the Mission

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

EK 20106	Chief of the Office of the Kosovo Property Claims Commission	0	1	1	Sep-14
EK 20187	Mobile Monitor	0	7	7	Sep-14
EK 20251	Procurement Officer	0	1	1	Sep-14
EK 20258	Medical Doctor (General Practitioner-General Medicine Specialist)	0	1	1	Sep-14
EK 20267	Chief HR Planning and Recruitment	0	1	1	Sep-14
EK 20270	Chief HR Admin	1	0	1	Nov-14
EK 20280	Head of Technical Services	0	1	1	Sep-14
EK 20284	Transport Officer (Support)	1	0	1	Sep-14
EK 20310	Chief Admin Unit Mitrovica	1	0	1	Sep-14
EK 20322	Deputy Senior Mission Security Officer	1	0	1	Sep-14
EK 20323	Deputy Senior Mission Security Officer - Mitrovica Region (DSMSO)	0	1	1	Sep-14
EK 20326	Close Protection Operator	4	0	4	3 in Sep, 1 in Oct-14
EK 20327	Mission Security Officer Team Leader	0	2	2	Sep-14
EK 20328	Mission Security Officer Deputy Team Leader	0	1	1	Sep-14
EK 20336	Mission Security Officer (Special Investigative Task Force)	1	0	1	Sep-14
EK 20408	Administrative Assistant (Office Operations)	0	1	1	Sep-14
EK 20409	Procurement and Contract Management Officer	0	1	1	Sep-14
EK 20410	IT Officer	1	0	1	Sep-14
EK 20411	Human Resources Officer	0	1	1	Sep-14
EK 20415	Prosecutor	0	3	3	Sep-14
EK 20416	Senior Legal Officer	0	1	1	Sep-14
EK 20420	Legal Officer - Prosecutorial Operations	0	2	2	Sep-14
EK 20426	War Crimes Investigator	1	0	1	Oct-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 20003	Special Advisor to the HoM	1	0	1	Oct-14
EK 20007	Coordinator North	0	1	1	Sep-14
EK 20011	International Gender Advisor	0	1	1	Sep-14
EK 20014	Regional EULEX Liaison Officer (Belgrade)	0	1	1	Sep-14
EK 20016	Chief of Internal Investigations Unit	0	1	1	Dec-14
EK 20017	Internal Investigations Officer	0	1	1	Sep-14
EK 20032	Project Officer	0	2	2	Sep-14
EK 20035	Chief of Joint Operations Room	0	1	1	Sep-14
EK 20036	Joint Operations Room Shift Leader	0	6	6	Sep-14
EK 20038	Joint Operations Room Police Operator	0	1	1	Sep-14
EK 20070	Head of Executive Division	0	1	1	Dec-14
EK 20072	Legal Officer to the Head of Executive Division	0	1	1	Sep-14
EK 20080	Deputy Chief of Special Prosecution Office	1	0	1	Oct-14
EK 20090	President of EULEX Judges	0	1	1	Sep-14

EK 20091	Vice-President of EULEX Judges	1	0	1	Dec-14
EK 20110	Deputy Head of Executive Division (Head of Executive Police)	0	1	1	Oct-14
EK 20111	Assistant Deputy Head of Executive Division (Police)	0	1	1	Sep-14
EK 20112	Liaison/Coordination Officer	0	1	1	Oct-14
EK 20113	Special Assistant to Dhead of Executive Division (Police)	0	1	1	Sep-14
EK 20115	Head of Executive Criminal Investigations Department	0	1	1	Dec-14
EK 20121	Informant Handler	0	1	1	Dec-14
EK 20122	Special Liaison Intelligence Officer	0	1	1	Sep-14
EK 20123	EU Office for Criminal Intelligence Analyst	0	1	1	Sep-14
EK 20125	EU Office for Criminal Intelligence Desk Officer / Office Manager	2	0	2	1 in Nov-14, 1 in Jan-15
EK 20126	EU Office for Criminal Intelligence IT Administrator	0	2	2	Sep-14
EK 20128	Regional Criminal Intelligence Officer	0	2	2	1 in Sep, 1 in Oct-14
EK 20130	Chief of International Police Cooperation Unit	1	0	1	Nov-14
EK 20131	Operations Officer of International Police Cooperation Unit	2	4	5	2 in Sep, 1 in Nov, 1 in Dec-14, 1 in Jan-15
EK 20135	Chief of Organised Crime Investigation Unit	1	0	1	Oct-14
EK 20143	Chief of Planning, Operations and Training Cell	0	1	1	Sep-14
EK 20144	Planning, Operations and Training Officer	0	2	2	Sep-14
EK 20145	Planning Operations and Training Officer –Training	0	1	1	Sep-14
EK 20146	Planning Operations and Training Officer –Information Management	0	1	1	Sep-14
EK 20150	Head of Supplementary Police Unit, (SPD)	0	1	1	Oct-14
EK 20151	Supplementary Police Unit Team Leader	0	2	2	Sep-14
EK 20152	Supplementary Police Unit Officer (SPU)	5	0	5	Nov-14
EK 20154	SWAT Operator	3	5	8	4 in Sep, 4 in Oct-14
EK 20160	Head of Border/Boundary Unit North	0	1	1	Oct-14
EK 20161	Deputy Head of Border/Boundary Unit North	0	1	1	Sep-14
EK 20171	Deputy Head of Strengthening Division	0	1	1	Sep-14
EK20178	Advisor in DCAM (Migration)	0	1	1	Oct-14
EK 20179	Advisor to Kosovo Police Inspectorate (PIK)	0	1	1	Oct-14
EK 20180	Legal Expert	0	1	1	Sep-14
EK 20185	Kosovo Prosecutorial Council Advisor	0	1	1	Sep-14
EK 20186	Anti Corruption Adviser	0	1	1	Sep-14
EK 20190	Chief Advisory Unit on Border Matters	1	0	1	Sep-14
EK 20191	Deputy Chief Advisory Unit on Border Matters	1	0	1	Nov-14
EK 20192	Customs Procedures and Post Clearance Audit Advisor	1	0	1	Nov-14
EK 20194	Customs Anti-smuggling and Risk Assessment Advisor	1	0	1	Sep-14
EK 20195	Customs Investigations Advisor	0	1	1	Sep-14
EK 20196	Border Police Advisor to Head of	0	1	1	Sep-14

	Department of Integrated Border Management (IBM)				
EK 20198	Border Police Advisor to Investigation Intelligence	0	1	1	Sep-14
EK 20199	Border Police Advisor to the Directorate for Migration and Foreigners	0	1	1	Dec-14
EK 20205	Chief of Correctional Unit/Advisor to the Head of KCS	0	1	1	Sep-14
EK 20218	Professional Standard Unit Officer	1	0	1	Dec-14
EK 20220	Advisor to Deputy Director General Operations	0	1	1	Oct-14
EK 20222	Advisor to Department for Operations (Specialized Units and Public Safety)	1	0	1	Sep-14
EK 20223	Mobile Advisor	1	13	14	10 in Sep, 2 in Dec-14
EK 20228	Chief Regional Advisor	0	1	1	Sep-14
EK 20229	Regional Advisor to Deputy Regional Commander	1	0	1	Oct-14
EK 20230	Regional Advisor to KP Chief of Operations	0	1	1	Sep-14
EK 20231	Regional Advisor to Head of Regional Traffic Unit	0	1	1	Sep-14
EK 20232	Regional Advisor to Head of Regional Investigation Unit	0	1	1	Sep-14
EK 20256	Intensive Care Unit Nurse	0	1	1	Sep-14
EK 20257	Medical Nursing Coordinator	1	0	1	Sep-14
EK 20260	Psychologist	1	1	2	Nov-14
EK 20273	Chief HR Training and Development	0	1	1	Oct-14
EK 20274	Training Officer	0	1	1	Sep-14
EK 20324	Close Protection Team Leader	0	1	1	Oct-14
EK 20340	Member of the Human Rights Review Panel	1	0	1	Sep-14
EK 20341	Senior Legal Officer (Secretariat of the Human Rights Review Panel)	1	0	1	Sep-14
EK 20402	Political Adviser	1	0	1	Oct-14
EK 20405	Operations Officer	0	1	1	Sep-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 application form per candidate will be accepted</p> <p>General aspects:</p>
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	<p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority. No further documentation besides the standard application form is necessary.</p>
<p>Information:</p>	<p>Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or from the following contacts:</p> <p>For questions from national authorities:</p> <p style="padding-left: 40px;">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 style="padding-left: 40px;">EULEX KOSOVO / Human Resources Tel: +381 38 28 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 approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Planning and Conduct Capability, CPCC, requests that contributing States propose candidates for the following international staff positions for EULEX KOSOVO, according to the requirements and profiles described below:

A. Essential requirements

Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) or of a contributing third State¹ and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

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

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

* Norway, Switzerland, Turkey and United States of America

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.

Corrigendum to the 2-2014 EULEX KOSOVO Call for Contributions

Job descriptions

Head of Mission Office

Audit Unit

Title: **Auditor – EK 20020**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Auditor reports to the Senior Auditor.

1. Main tasks and responsibilities:

- To work as a team member of a small Audit Team in charge of planning and conducting financial, systems and performance audit controls;
- To work closely with the Senior Auditor on the following tasks:
- To assist in developing a risk-based audit programme for validation by the Mission's management;
- To assure effective management of the audit activities;
- To assist in planning appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- To operate in accordance with relevant provisions, in particular with internationally established professional internal auditing standards and best practices;
- To prepare high quality and operational audit reports presenting the findings and recommendations;
- To obtain feedback from auditors on the conduct of the audit;
- To recommend corrective actions to the Mission's management and to follow up and review corrective actions taken by management;
- To provide advice and guidance to the Head of Mission and the Head of Mission Support Department in order to improve compliance with internal control standards;
- To assist in establishing a risk-based ex post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines;
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To ascertain the nature of a process, identify key control points and evaluate their efficiency and effectiveness;
- To identify and map risks; to assist in designing and establishing risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To examine the reliability and integrity of information systems;
- To undertake any other related tasks as requested by the Senior Auditor.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Audit, 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 six (6) years of relevant and proven full-time professional experience in the fields of Audit, Finance or Accounting is required.

Specification of experience

- At least four (4) years of experience as Auditor in a public administration or in an internationally recognised audit firm;
- Very good sense of organisation, priority-setting and ability to react quickly to new demands;
- Excellent analytical, research and problem-solving skills;
- Highly motivated, discreet and dynamic candidate;
- Excellent drafting skills;
- Capacity to produce audit reports with a real added value, notably in the quality of the recommendations;

- Good knowledge of EC Financial Regulation and audit practices;
- Knowledge and experience working with computerised financial systems in the area of accounting or financial management and with Audit management software.

Personnel Security Clearance

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

Advantageous

- Proven Audit management experience, in particular to develop and implement a risk-based audit programme;
- Experience in setting up an internal audit capability in a big and complex organisation;
- Member of a corps or body within EU member states public institutions having attributed functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent is Desirable;
- Previous experience in EU Institutions would be an advantage;
- 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.

Office of the Head of Mission Financial Verification Unit

Title: **Verification Officer – EK 20022**

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.

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 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 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 understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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.

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

1. Main tasks and responsibilities

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

2. Qualifications and experience:

Essential

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

Specification of Experience

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

Personnel Security Clearance

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

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in an CSDP operation;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.);
- Sound understanding of and proven experience in rule of law, development and institution building;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Evaluation/Programme Officer – EK 20047**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 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;
- 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, 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 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: **Political Advisor/Reporting Officer (North) – EK 20052**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Political Advisor/Reporting Officer reports to the Head of Political/Reporting Office.

1. Main tasks and responsibilities

- To contribute on the policy level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To monitor global diplomatic and political events and trends, with a particular focus on the EU, NATO, UN, and other important international stakeholders, that may impact on the political situation in Kosovo and advise the Head of Office on strategies and plans with a view to safeguarding EULEX interests and ensuring that the overall EU policies vis-à-vis the region are being followed;
- To monitor and analyse political trends and events in the EU MS 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 support the Head of Office in providing 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 liaise with interlocutors at the local level in the North;
- 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 assist in overseeing 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 assist in preparing 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 Head of Political/Reporting Office.

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 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 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 six (6) years of relevant and proven full-time professional experience.

Specification of experience

- Knowledge of Serbian language;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Excellent understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Excellent editing and report writing skills;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- Ability to cope to work extra hours and in an environment with limited infrastructure;
- 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 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;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian language.

Title: **Press and Public Information Officer (PPI Officer) – EK 20063**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0 Pending Vacancies: 1

The Press and Public Information Officer reports to the Head of Press and Public Information Office (PPIO).

1. Main tasks and responsibilities

- To support the Head of Office in managing the PPIO and to deputise for the Head of Office in his/her absence;
- To be the focal point for press and public information work and strategic communication in the North of Kosovo and be the direct supervisor of the office staff working in this area;
- To be responsible for analysing the public image and to create and promote media campaigns in support of a transparent public image of EULEX Kosovo;
- To assist in drafting press releases and to act as EULEX Kosovo spokesperson when required;
- To undertake any other related tasks as requested by the Head of Office.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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 Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eight (8) years of relevant and proven full-time professional experience.

Specification of experience

- Excellent analytical abilities and drafting skills in English.
- At least seven (7) years of experience related to media and/or public information;
- Strategic communication skills;
- Managerial track record.

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 interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Good knowledge of Serbian language.

Executive Division

Deputy Head of Executive Division (Chief EULEX Prosecutor)/ SPRK/Basic Prosecution Office Mitrovica

Title: **Legal Officer – EK 20078**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 2 Pending Vacancies: 6

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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- 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.

Executive Division

Department of Forensic Medicine

Title: **Deputy Head of Department of Forensic Medicine – EK 20085**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Vacancies: 1

The Deputy Head of Department of Forensic Medicine works under Head of Department of Forensic Medicine and reports to Deputy Head of Executive Division (Chief EULEX Prosecutor).

1. Main tasks and responsibilities:

- To mentor and train the local Head of Department of Forensic Medicine (DFM) in providing policy and guidance to local middle management conceptual strategy, development and implementation of policies and procedures dealing with determining the fate of missing persons as a result of the conflict and after the arrival of the international troops in Kosovo and all other forensic related issues;
- To develop and implement search strategies to address the issue of missing persons;
- To manage EULEX staff working in Department of Forensic Medicine;
- To mentor and train the local Head of DFM on all activities undertaken by DFM;
- To mentor and train the local Head of DFM on monitoring and advising on decisions taken by the Government or by the Ministry of Justice regarding missing persons and forensic medicine;
- To advise and liaise with relevant ministries on missing persons' issues and forensic medicine issues;
- To advise stakeholders and report on progress and/or issues;
- To represent DFM together with the local Head of DFM in national and international relations;
- To carry out the anthropological examination of medico-legal autopsies at the mortuary and assist in field operations when necessary;
- To intervene immediately in missing persons and/or forensic related areas when necessary;
- To give expert testimony evidence in court;
- 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 Anthropology, specialisation in Forensic Anthropology, 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 eight (8) years of relevant and proven full-time professional experience.

Specification of experience

- Proven managerial skills with specific focus on forensic laboratories and operations involving multi-disciplinary teams;
- Proven experience in Project Management;
- Proven experience in forensic archaeology operations;
- Proven experience in forensic anthropological autopsies and complex human identification work;
- Proven experience of local Forensic Capacity Building Projects.

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;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Very good knowledge and experience in strategic management and/or administration of forensic laboratories;
- Very good interpersonal and communication skills, both written and oral (in English);
- Driving license of Category C;
- Ability to perform under stress and in difficult circumstances;
- Very good knowledge of current developments in forensic science issues, local and international legislation and conventions related to missing persons, civil society dynamics and reconciliation principles.

Title: **Forensic Archaeologist – EK 20089**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed Vacancies: 1 Pending Vacancies: 0

The Forensic Archaeologist reports to Deputy Head of Department of Forensic Medicine.

1. Main tasks and responsibilities:

- To construct search strategies and perform site assessments;
- To plan operational and logistical aspects of exhumations;
- To direct excavations and perform exhumations;
- To write reports/witness statements;
- To work closely with the Exhumations Coordinator with the analysis of data pertaining to Missing Persons cases with the aim of creating new leads;
- To compile reports of possible new sites of forensic interest;
- To plan for and train on the job local colleagues in the subject of forensic archaeology and related fields;
- To assist in the mortuary operation whenever required;
- To give expert testimony evidence in court;
- To undertake any other related tasks as requested by the Deputy Head of Department of Forensic Medicine.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Archaeology, Bio-archaeology, Forensic Archaeology, 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 the field of Missing Persons.

Specification of experience

- Experience in field forensic archaeological techniques including surveying, sketching and probing;
- Experience in the recording and recovery of human remains;
- Acquainted with the forensic work carried out by international, multidisciplinary teams;
- Working knowledge of human osteology;
- Demonstrable knowledge of applied archaeological methodologies and techniques for searching for burials, including the analysis and interpretation of extensive volumes of data.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- 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;
- 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 in English;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Good knowledge of data management.

Title: **Judge in the Special Chamber of the Supreme Court (privatisation matters) – EK 20094**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1 Pending vacancies: 1

The Judge in the Special Chamber of the Supreme Court (privatisation matters) reports to the President 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 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;
- Ability to perform under stress and in difficult circumstances.
- 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: **Criminal Judge at the Supreme Court/Appellate Court – EK 20096**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 2 Pending vacancies: 2

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

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

Executive Division

EULEX Judges /Supreme Court/Appellate Court

Title: **Legal Officer at the Supreme Court/Appellate Court – EK 20097**

Employment regime: **Seconded / Contracted**

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

Confirmed vacancies: 1 Pending vacancies: 2

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:

- Knowledge of property and housing Law.
 - Experience with mass claims processes or property restitution;
 - Substantial knowledge of the functioning of the EU and in particular CSDP missions;
 - Ability to perform under stress and in difficult circumstances;
 - Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
 - International experience, particularly in crisis areas with international organisations and in an international court.
-

Title: **Criminal Judge at Mobile Unit for Basic Court level – EK 20100**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 0 Pending vacancies: 1

The Criminal Judge at Mobile Unit for Basic Court reports to the President 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 adjudication at Basic Court level throughout Kosovo;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Basic Courts;
- To build local capacities through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions through the work in mixed teams with local counterparts;
- 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 be ready to travel in order to fulfil the tasks associated to his/her position;
- To undertake any other related tasks as requested by the President of 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;
- Readiness to travel.

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;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Chief of the Office of the Kosovo Property Claims Commission – EK 20106**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1 Pending vacancies: 0

The Chief of the Office of the Kosovo Property Claims Commission reports to the Head of Executive Division.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive work in relation to conflict related property disputes;
- To guide and advise the work of the staff of the office and to manage, prioritize and direct their work to ensure they deliver on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of Executive Division;
- To provide legal advice to the Kosovo Property Claims Commission on legal and factual issues raised by the claims;
- To perform and supervise quality control over claims reports referred by the Executive Secretariat of the Kosovo Property Agency to the Commission;
- To draft decisions and other legal texts of the Kosovo Property Claims Commission;
- To coordinate with other organisational units, as appropriate;
- To liaise with 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 required by the Head of the Executive Division.

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 of professional experience in property Law;
- Excellent drafting skills.

Personnel Security Clearance

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

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- 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;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral.

Title: **Mobile Monitor – EK 20187**

Employment regime: **Seconded/Contracted**

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

Confirmed vacancies: 7 Pending vacancies: 0

The Mobile Monitor reports to the Chief 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) as part of a Mobile Team covering all of Kosovo;
- 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 institutions with EU standards and 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 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 Chief of Unit, including recommendations on how to address the situation;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To undertake any other related tasks as required by the Chief 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, Business or Public Administration, Political Sciences or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

Specification of experience

- Previous experience in advanced monitoring of judiciary;
- Very good interpersonal and communication skills, both written and oral;
- Strong team player with drive and the ability for innovative thinking and problem-solving;
- Readiness to travel.

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;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Procurement Officer – EK 20251**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

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 the European Commission legislation and regulations;
- To use legally established professional and transparent procurement policies and procedures in accordance with the European Commission 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 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 the EU 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 understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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 20258**

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, to perform medical examinations and routine check-ups of EULEX mission members;
- To establish diagnoses and decide 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 provide adequate treatment to the patient;
- To prepare patients for interventions and escort patients to other medical facilities as required;
- To stay on call as required and perform 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 to provide 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 follow-up with such cases;
- To communicate with and update 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 report 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;
- Sufficient Emergency Medical Skills.

Personnel Security Clearance:

- No Personnel Security Clearance is needed.

Advantageous

- Advanced Emergency Medical Skills (ALS certificate) recognized in the EU;
- 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.

The Chief Human Resources Planning and Recruitment Unit reports to the Head of Human Resources Office.

1. Main tasks and responsibilities:

- To direct and supervise the work of the HR Planning and Recruitment Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for initiation, proposing to the Head of Human Resources Office and implementation of relevant Mission internal strategies, policies and procedures fully in line and in support of the Mission's overall strategies and operational needs;
- To ensure a proper planning of human resources fully in line with the Mission's operational needs;
- To ensure timely planning and launching of the Mission's Calls for Contributions/Calls for Applications and a fair, efficient and transparent selection process of staff;
- To ensure efficient deployment and check-out procedures for all staff;
- To provide advice, guidance and support to staff on planning and recruitment related matters;
- To contribute to the timely reporting to the Mission management and the EEAS (CPCC) in the field of planning and recruitment of human resources;
- To coordinate with all other relevant organisational units, in particular within the Human Resources Office, to ensure the necessary human resources support for a smooth running of the Mission;
- To coordinate, as appropriate, with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To advice on required changes and improvements on the functioning of the HR Management Systems in his/her field of responsibility;
- To undertake any other related tasks as requested by the Head of Human Resources Office.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Social Sciences, Human Resources, 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 six (6) 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, Social Sciences, Human Resources, 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 seven (7) years of relevant and proven full-time professional experience.

Specification of experience

- At least six (6) years of experience in administrative and operational aspects of human resources, in particularly in planning and recruitment;
- At least three (3) years of management experience;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

Personnel Security Clearance:

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

Advantageous

- A university degree in Law and/or experience in labour legislation;
- 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 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.

Title: **Chief Human Resources Administration – EK 20270**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0 Pending Vacancies: 1

The Chief Human Resources Administration Unit reports to the Head of Human Resources Office.

1. Main tasks and responsibilities:

- To direct and supervise the work of Human Resources Administration Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for proposing to the Head of Human Resources Office the setting up and implementation of relevant Mission internal strategies, policies and procedures, fully in line and in support of the Mission's overall strategies and operational needs;
- To ensure efficient human resources administration in support of the smooth running of the Mission;
- To ensure a timely issuance and proper management of employment contracts for international and local staff;
- To ensure the proper management of the insurance portfolio for international and local staff;
- To ensure the effective management of the attendance record system;
- To ensure the effective administration of the staff's leave entitlements;
- To ensure the correct preparation and timely submission of the monthly payrolls;
- To ensure the timely and correct administration of other financial entitlements of staff, such as reimbursement of duty trips, temporary relocations, home travel, etc.;
- To ensure the timely management and the follow up of all requests and appeals of staff members;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To contribute to the timely reporting to the Mission management and the EEAS (CPCC) in the field of human resources administration;
- To coordinate, as appropriate, with the Brussels Support Element/Commission on all issues pertaining to his/her portfolio;
- To advice on required changes and improvements to the functioning of the HR Management Systems in his/her field of responsibility;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To monitor the performance of contractors in his/her area of responsibility;
- To undertake any other related tasks as requested by the Head of Human Resources Office.

2. Qualifications and experience:

Essential

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

Specification of experience

- At least seven (7) years of experience in human resources administration;
- At least five (5) years of management experience;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

Personnel Security Clearance:

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

Advantageous

- A university degree in Law and/or experience in labour legislation;
- 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 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.

Title: **Head of Technical Services – EK 20280**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed Vacancies: 1 Pending Vacancies: 0

The Head of Technical Services reports to the Head of Mission Support Department.

1. Main tasks and responsibilities

- To direct and supervise the work of the Mission Technical Services including Logistics, Transportation, Building Management, Warehouse & Inventory Management, Communications & Information Systems, including Software Development and Registry and Archiving;
- To propose operational decisions with the purpose of increasing the efficiency of the Mission Technical Services;
- To plan, develop and implement strategies so as to meet expected organisational performance regarding support services within approved budget and timeframe;
- To study and foresee needs in which Technical Services are involved and plan accordingly in consultation with Unit coordinators;
- To liaise with other Heads of Mission Support Services and the Office of the Head of Mission Support Department for the implementation of policies and projects as appropriate;
- To monitor the establishment and maintenance of appropriate systems for measuring various aspects of assets management;
- To manage and supervise the budget allocated to Technical Services;
- To set goals and priorities for each Unit in consultation with their Chiefs;
- To assist and advise the Head of Mission Support Department in regards to Technical Services;
- To undertake any other related tasks as requested 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, Logistics, Engineering, 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.

Specification of experience

- At least ten (10) years of management experience;
- To possess a very good understanding of the operations in all the Units under his/her command;
- Proven ability to lead a multifunctional team;
- Capacity to foresee needs, plan and delineate strategies for maximizing resources.

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;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances.

Title: **Transport Officer (Support) – EK 20284**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0 Pending Vacancies: 1

The Transport Officer (Support) reports to the Chief Transport Unit.

1. Main tasks and responsibilities

- To coordinate, monitor and record requests for EULEX vehicles made by either Units or staff members for logistical support, transportation of VIP delegations or any other transportation request and propose/organize the adequate type of vehicle(s);
- To control the use of transport as instructed within the Transport Unit;
- To ensure that maximal health and safety measures are abided by and that vehicle usage data are correctly recorded;
- To identify needs of goods and/or services specifically required for his/her area of responsibility, and assist the Contracts, Insurance & Claims Officer in technically defining the appropriate Technical Specifications/Terms of Reference and participate, as appropriate, in the correspondent processes to procure these goods and services;
- To organize the registration of EUPV plates for mission members. Provide advice and information relating to the procedures and guidelines for this process. To propose and adapt the EUPV POV (Privately Owned Vehicle) procedures to facilitate the registration system and provide clarity for the users;
- Where instructed to collect, record, and archive information such as but not limited to driving licenses, issuance/uphold of the I-Buttons Fleet Monitoring System (FMS) and trip tickets/electronic records databases for all mission members, ensuring these are updated and maintained for complete and accurate access when required;
- To support and advise local staff when necessary in the day to day tasks and decisions;
- To maintain duty drivers rosters for 24/7 coverage and overtime compensations;
- To provide and coordinate driving training and testing for Mission staff as required, ensuring that users have the required driving skills and understanding of the host country rules and regulations;
- To undertake any other related tasks as requested by the Chief Transport Unit.

2. Qualifications and experience

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education complemented by specific vocational trainings, and a minimum of six (6) years of relevant and proven full-time professional experience in Logistics Administration, Mechanical Engineering or related studies.

Specification of experience

- Be familiar with project environment;
- Demonstrate a good sense of client orientation;
- A proven track record in Transport/Logistics with a sound knowledge of modern business practices and transport technology;
- Proven experience in the area of transport operations management on a daily basis over a considerable time period;
- Experience in the implementation of procurement processes and regulations.

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;
- Ability to perform under stress and in difficult circumstances.

Title: **Chief of Admin Unit Mitrovica – EK 20310**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed Vacancies: 0 Pending Vacancies: 1

The Chief of Admin Unit Mitrovica reports to the Head of Technical Services.

1. Main tasks and responsibilities

- To direct and supervise the work of the Admin Unit Mitrovica;
- To be responsible for the management and co-ordination of support and technical services within the Region receiving technical instructions and guidance from the respective line managers in the main Headquarters;
- To lead the administration staff in the Regional Office acting as a co-ordinator and focal point;
- To act as a focal point in the Regional Office for organizing training programmes, conduct needs assessments, specify resource requirements and coordinate performance management regime for the Regional Office;
- To be responsible for the financial management of the Regional Office in consultation with the Headquarters;
- To be responsible for payments and disbursements with petty cash;
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting documents;
- 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 act as a Camp manager for all locations of physical presence of EULEX staff in the overall geographical area of responsibility taking into account all specific details of day-to-day handling in the North and South part of the Region;
- To undertake any other related tasks as requested 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 Social Sciences, Human Resources, Economics, 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 ten (10) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of management experience;
- Experience in administrative and operational aspects of human resources and finance, as well as logistics, building and camp management;
- Excellent analytical, organisational, managerial, as well as research and problem-solving skills;
- Good interpersonal and team leading skills;
- 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

- 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.

Title: **Deputy Senior Mission Security Officer (DSMSO) – EK 20322**

Employment Regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Deputy Senior Mission Security Officer (DSMSO) reports to the Senior Mission Security Officer.

1. Main tasks and responsibilities:

- To assist the SMSO in ensuring an effective security operation of the Mission;
- To deputise for the SMSO during his/her absence;
- To ensure that appropriate training and advice on personal security is available to staff members;
- To supervise and manage the ID Card & Warden, Fire and Safety and Investigations Units, as well as the Security Operations and Planning Officer thus ensuring the efficiency and integrity of the office and compliance with SOPs and policies and initiate necessary follow up action with appropriate authorities when required;
- To assist in the continued development implementation and update of the security plans including an effective warden and movement of personnel system;
- To ensure that plans for relocation/evacuation are current and able to be implemented at short notice;
- To ensure that the security policies and procedures are followed as per OPLAN, guiding security documents and Mission SOPs;
- To ensure real time reporting from potential trouble spots;
- To ensure there is appropriate liaison with other international and national law enforcement agencies as well as other international organisations in the field of security;
- To work in close cooperation with the Mission Support Department in matters related to the purchasing of necessary security related equipment and services;
- To undertake any other related tasks as requested by the Senior Mission Security Officer.

2. Qualifications and experience:

Essential

Successful completion of a full course of university degree in a field related to Police Sciences, Military Sciences, Social Sciences, security (or undergraduate degree along with extensive previous experience in security management);

OR

Equivalent Police/Military academy education or civilian security organization with specialized training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team;

OR

Equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management.

Specification of Experience:

- At least eight (8) years of progressively responsible professional experience at management level in the civilian security sector or in the military/police;
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Experience in safety and security and in the development of relevant policies and procedures;
- Very good interpersonal and communication skills, both written and oral.

Personnel Security clearance:

- To be in possession of a 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;
- 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 license of Category C;
- Knowledge of Albanian and/or Serbian language.

Title: **Deputy Senior Mission Security Officer / Mitrovica Region (DSMSO) – EK 20323**

Employment Regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Deputy Senior Mission Security Officer (DSMSO) reports to the Senior Mission Security Officer.

3. Main tasks and responsibilities:

- To support the SMSO in ensuring effective security in Mitrovica Region and northern Kosovo;
- To manage and oversee the Mitrovica Mission Security Officers and Close Protection Team;
- To ensure that appropriate training and advice on personal safety and security is available to staff members;
- To ensure the continued development, implementation and update of the regional security plans, including relocation/evacuation plans, effective warden and movement of personnel system;
- To ensure that the security policies and procedures are followed as per OPLAN, guiding security documents and Mission SOPs;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including to the Joint Operations Room;
- To liaise with other internal and external stakeholders in the field of security and safety, as appropriate;
- To oversee, and cooperate with the Mission Support Department as appropriate, in matters related to the purchasing of necessary security equipment and services;
- To undertake any other related tasks as requested by the Senior Mission Security Officer.

4. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in a field related to Security, Emergency Management, or other related fields where the normal duration of university education in the country awarded is four (4) years or more and at least ten (10) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police /Military academy or civilian security organization and at least eleven (11) years of relevant and proven full-time experience.

Specification of Experience:

- At least seven (7) years of professional experience at management level in the civilian security sector or in the military/police.
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Experience in safety and security and in the development of relevant policies and procedures;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- 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;
- Very good interpersonal and communication skills, both written and oral in English;
- Driving license of Category C;
- Staff member is expected to live in the North.

Personnel Security clearance:

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

Advantageous

- Successful completion of the EEAS Security Officers Certification Course (MSO);
- Previous experience as MSO in ESDP/CSDP mission(s);
- Knowledge of EU security policies and security organisation;
- 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;
- Completion of Hostile Environment Awareness Training (HEAT);
- Knowledge of Albanian and/or Serbian language.

Title: **Close Protection Operator (SSD) – EK 20326**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0 Pending Vacancies: 4

The Close Protection Operator (SSD) reports to the Close Protection Team Leader or Close Protection Deputy Team Leader (SSD).

1. Main tasks and responsibilities:

- To be responsible for in operational C/P operations;
- To conduct armed close protection of the Head of Mission, 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 or Close Protection Deputy Team Leader (SSD).

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;

OR

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

Specification of experience:

- At least 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 and certified in close protection techniques (theory and practice);
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- 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;
- Staff member might be expected to live in the North.

Personnel Security Clearance:

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

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Albanian and/or Serbian language.

Title: **Mission Security Officer Team Leader - EK 20327**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 2 Pending Vacancies: 0

The Mission Security Officer Team Leader, reports to the Deputy Senior Mission Security Officer (DSMSO).

1. Main tasks and responsibilities

- To direct and supervise the work of the Mission Security Officers in the team;
- To develop, implement, update and maintain regional security policies, plans and procedures;
- To carry out appropriate assessments in order to ensure security measures are put in place, in a timely and effective manner;
- To manage guard force activities;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including to the Joint Operations Room;
- To anticipate security needs of the region and to support the Operations and Planning Officer with budgeting and procuring goods and services as appropriate, and to oversee the implementation of security contracts;
- To conduct or oversee security training for regional staff members in warden, residential, office, travel and general security awareness, as well as to identify future training needs;
- To undertake any other related tasks as required by the DSMSO.

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 or other related field, where the normal duration of university education in the country awarded is three (3) years or more and at least seven (7) years of relevant and proven full-time professional experience;

OR

- Equivalent Police /Military Academy education or civilian security organisation and at least seven (7) years of relevant and proven full-time experience.

Specification of experience:

- At least 5 years of professional experience at management level in the civilian security sector or in the police/military
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- 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;
- Authorized to carry and be issued a personal firearm if seconded or be prepared to be trained in their use if contracted;
- Very good interpersonal and communication skills, both written and oral in English;
- Driving license of Category C;
- Staff member might be expected to live in the North.

Personnel Security Clearance

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

Advantageous

- Successful completion of the EEAS Security Officers Certification Course (MSO);
- Previous experience as MSO in ESDP/CSDP mission(s);
- Knowledge of EU security policies and security organisation;
- 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Albanian and/or Serbian language.

Title: **Mission Security Officer Deputy Team Leader – EK 20328**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 1 Pending Vacancies: 0

The Mission Security Officer Deputy Team Leader reports to the Mission Security Officer Team Leader.

1. Main tasks and responsibilities

- To support the Team Leader in managing, tasking and coordinating the Mission Security Officers in the team;
- To support the Team Leader in developing, implementing, updating and maintaining regional security policies, plans and procedures;
- To support the Team Leader in carrying out appropriate assessments in order to ensure security measures are put in place, in a timely and effective manner;
- To support the Team Leader in managing guard force activities;
- To contribute to timely and accurate evaluation, reporting and information flow as per planning documents, including to the Joint Operations Room;
- To anticipate security needs of the region and to support the Security Operations and Planning Officer with budgeting and implementing procurement actions for goods and services and to oversee the implementation of the relevant contracts;
- To conduct or oversee security training for regional staff members in warden, residential, office, travel and general security awareness as well as identifying future training needs;
- To undertake any other related tasks as required by the Team Leader.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in a field related to Security, Emergency Management or other related field, 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 and at least six (6) years of relevant and proven full-time experience.

Specification of experience:

- At least of four 4 years of professional experience at management level in the civilian security sector or in the police/military
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- 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;
- Authorized to carry and be issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Very good interpersonal and communication skills, both written and oral in English;
- Driving license of Category C;
- Staff member might be expected to live in the North.

Personnel Security Clearance

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

Advantageous

- Successful completion of the EEAS Security Officers Certification Course (MSO);
- Previous experience as MSO in ESDP/CSDP mission(s);
- Knowledge of EU security policies and security organisation;
- 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Albanian and/or Serbian language.

Title: **Mission Security Officer (Special Investigative Task Force) – EK 20336**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 0 Pending Vacancies: 1

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

Place of work will be Brussels (Belgium).

1. Main tasks and responsibilities:

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

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in a field related to Police Sciences, Military Sciences, Social Sciences or security (or undergraduate degree along with extensive previous experience in security management);

OR

- Equivalent Police/Military Academy or civilian security organisation with specialised training on field operations, force protection and/or security or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team;

OR

Equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management;

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

Specification of experience:

- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;

- Driving license of Category C;
- Ability to analyse information.

Personnel Security Clearance:

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

Advantageous

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

The Administrative Assistant (Office Operations) – Special Investigative Task Force reports to the Lead Prosecutor (Special Investigative Task Force) .

1. Main tasks and responsibilities

- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To set up and maintain a proper filing system for all documents, as well as maintain a logging system for incoming and outgoing mail;
- To receive and distribute all correspondence as routed by the Task Force to the appropriate official, staff members as destined;
- To follow up on all travel schedules for Task Force staff, including liaising for authorization, entitlements and flight reservations, etc;
- To ensure the proper handling of confidential documentation and related information;
- Focal point for facilities management issues of the Task Force and liaison with facility providers on behalf of the Task Force;
- To take minutes at meetings and conferences, as well as prepare draft reports and documents;
- To arrange and facilitate meetings;
- To check and ensure sufficient stock of stationary materials are kept in the office for usage by all staff;
- Support the Security Department with security accreditation issues, visitor passes, security clearance matters;
- Act as the inventory assistant keeping track of Task Force stock and the issuance and return thereof;
- Support the Human Resources Officer with the induction of new staff, maintenance of official HR files and assist with the induction of new staff;
- To monitor attendance, sick leave and annual leave of all staff in the Task Force in support of the HR Officer;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as required by the Lead Prosecutor (Special Investigative Task Force).

2. Qualifications and experience

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and, a minimum of seven (7) years of relevant and proven full-time professional experience.

Specification of experience

- Absolute discretion and trustworthiness;
- Ability to prioritize and manage a high workload on occasions.

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

- Higher education or Degree in administration or related field;
- 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: **Procurement and Contract Management Officer (Special Investigative Task Force) – EK 20409**

Employment regime: **Seconded/Contracted**

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

Confirmed vacancies: 1 Pending vacancies: 0

The Procurement and Contract Officer reports to the Lead Prosecutor.

1. Main tasks and responsibilities:

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

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Public Administration, Business Administration, Finance or other related university studies where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least two (2) years of relevant and proven full-time professional experience.

OR

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

Specification of experience

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

Personnel Security Clearance

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

Advantageous

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

Title: **IT Officer (Special Investigative Task Force) – EK 20410**

Employment regime: **Seconded/Contracted**

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

Confirmed vacancies: 0 Pending vacancies: 1

The IT Officer reports to the Lead Prosecutor.

1. Main tasks and responsibilities

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

2. Qualifications and experience

Essential

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

OR

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

Specification of experience

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

Personnel Security Clearance

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

Advantageous

- Knowledge of Lotus Notes administration;
- Previous knowledge of i2 products (ibase and Analyst Notebook);
- Experience managing IT operations in a highly secure setting;
- Substantial knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Very good knowledge and/or experience in developing internal office IT management and communication systems, processes, and policies;
- Very good interpersonal and communication skills, both written and oral.

Title: **Human Resources Officer (Special Investigative Task Force) – EK 20411**

Employment regime: **Seconded/Contracted**

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

Confirmed vacancies: 1 Pending vacancies: 0

The Human Resources Officer reports to the Lead Prosecutor.

1. Main tasks and responsibilities:

- To be responsible for the management and co-ordination of all Human Resources (HR) related issues for the Special Investigative Task Force (SITF);
- To liaise with CPCC for issues related to the seconded personnel serving in SITF;
- To liaise with the Human Resources Office (HRO) in Headquarters for co-ordination in the implementation of mission-wide HR policies and procedures;
- To be responsible for the implementation of Human Resources policies in accordance with Standard Operating Procedures, providing advice and support to SITF staff;
- To coordinate the selection process within SITF including managing applications, vacancies, selection panels and liaising with HRO for providing consolidated results for endorsement;
- To participate as a member of selection panels as required;
- To prepare and manage the deployment of personnel, contracts, letters of appointment, contract extensions, redeployments, termination/ends of mission, attendance records, duty rosters, and other relevant personnel administration related issues;
- To be the focal point for Internal Investigation matters of SITF staff;
- To supervise the Administrative Assistant (Office Operations) concerning Human Resources related matters;
- To conduct reviews of job descriptions in direct consultation with the Lead Prosecutor and EULEX HRO in Headquarters;
- To maintain and update the Personnel database as appropriate;
- To administer leave entitlements of SITF staff;
- To ensure the timely and correct administration of other financial entitlements of SITF staff;
- To identify and coordinate opportunities for SITF staff training and development and liaise with the HR Training and Development Unit;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To undertake any other related tasks as required by the Lead Prosecutor.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Human Resources, 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.

Specification of experience

- A minimum of five (5) years of professional Human Resources administration experience, ideally in an international context and/or with CSDP missions.

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

- Postgraduate studies in the field of Political and/or Administrative Sciences;
- Substantial knowledge of EU personnel processes, regulations, etc.;
- Experience in dealing with European Union Classified Information;
- Experience in liaising with diplomatic and public administrations of EU Member States and Third States concerning Human Resources related matters;
- General understanding 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.

Title: **Prosecutor (Special Investigative Task Force) - EK 20415**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 3 Pending vacancies: 0

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: **Senior Legal Officer (Special Investigative Task Force) – EK 20416**

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

Employment regime: **Seconded/Contracted**

Confirmed Vacancies: 1 Pending Vacancies: 0

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: **Legal Officer – Prosecutorial Operations (Special Investigative Task Force) – EK 20420**

Employment regime: **Seconded/Contracted**

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

Confirmed Vacancies: 2 Pending Vacancies: 0

The Legal Officer – Prosecutorial Operations (Special Investigative Task Force) reports to the Lead Prosecutor. The selected staff member should be willing to be located either in Pristina or in Brussels.

1. Main tasks and responsibilities:

- To conduct witness interviews and proof witnesses before trial;
- To examine all material, prepare, plan, develop, and coordinate activities relevant to investigations, interviewing of victims and witnesses and the arrest of alleged perpetrators and the gathering of evidence in consultation with the Special Investigative Task Force prosecutors;
- To participate in field activities, when required attend crimes scenes and exhumation sites;
- 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 assist the prosecutors in fulfilling pre-trial and trial obligations towards the defence;
- To handle a range of issues related to criminal (substantive, procedural and comparative) law regarding investigations and/or prosecutions in consultation with prosecutors;
- To assist prosecutors and Investigation Team Leader with pre-trial analysis, legal assessment and organization of evidence compiled by investigators and analysts, including the use of sophisticated software automation tools developed for complex litigation;
- To assist the Lead Prosecutor as a legal officer and investigator under the supervision of other prosecutors in pre-trial, trial or appellate proceedings;
- To prepare official reports and Prosecution Investigation Files;
- To undertake legal research and analysis;
- To prepare or assist prosecutors in strategies to maximize the efficacy and economy of the presentation of evidence;
- 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 seven (7) years of relevant and proven full-time professional experience in criminal law;

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 eight (8) years of relevant and proven full-time professional experience in criminal law.

Specification of experience

- Professional understanding and experience in research and analytical tools/applications and specialized court management software.

Personnel Security Clearance

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

Advantageous

- Substantial experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- 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;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

The War Crimes Investigator reports to Investigation Team Leader.

1. Main tasks and responsibilities:

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

2. Qualifications and experience:

Essential

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

OR

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

OR

- Equivalent education in Police / Military Academy and at least four (4) years of relevant and proven full-time professional experience.

Specification of experience

- At least four (4) years of progressively responsible professional experience in the Police/Military, in particular with regard to international criminal investigation;
- Experience in war crimes, organized crime, and or other complex criminal investigations, including knowledge of crime scene management and the gathering, handling and retention of evidence and exhibits;
- Be familiar with victim support issues as they relate specifically to serious criminal acts, crimes against humanity, violations of human rights, victim testimony, witness protection programs and counselling resources;
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.

Personnel Security Clearance

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

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

Title: **Special Advisor to the Head of Mission – EK 2003**

Employment regime: **Seconded**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Special Advisor reports to the Head of Mission.

1. Main tasks and responsibilities:

- To advise the Head of Mission in matters related to the execution of the Mission's mandate and to assist her/him in carrying out her/his functions;
- To summarise information and prepare briefing materials for the Head of Mission in close coordination with the Special Assistant;
- To contribute to a smooth information flow within, from and to the Office of the Head of Mission;
- To accompany the Head of Mission to external meetings, as appropriate, and provide readouts of these meetings;
- To attend internal and external meetings, where appropriate, on behalf of the Head of Mission in order to obtain information for onward transmission within the Mission;
- To assist the Head of Mission in clearing Mission reports;
- To act in representation of the Head of Mission liaising with external counterparts as delegated;
- 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 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 proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Diplomacy, Social Sciences or other related university studies where the normal duration of university education in the country awarded is three (3) years and, after having obtained the university degree at least eleven (11) years of proven full-time professional experience.

Specification of experience

- At least five (5) years of relevant professional experience.

Personnel Security Clearance

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

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Working knowledge of any of the local languages;
- Ability to perform under stress and in difficult circumstances;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Experience of liaising with rule of law institutions.

Title: **Regional Coordinator (North) – EK 20007**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Regional Coordinator North reports to the Head of Mission/Deputy Head of Mission. He/she will be based in Mitrovica.

1. Main tasks and responsibilities

- To contribute on the policy level to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), with regard to the Mission's efforts in the north of Kosovo;
- To work closely with the EUSR's dialogue implementation team;
- To liaise and represent EULEX Kosovo externally, including in discussions with international organizations and local political actors in the north of Kosovo;
- To maintain close links with the lines of operation manager for the north and with the lines of operation managers for Belgrade-Pristina relations to ensure coherence across the Mission;
- To raise issues of relevance to the Mission mandate to the Head of Mission To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure timely and professional records are kept of EULEX political interaction in the north;
- To submit suggestions with regard to the Mission's mandate implementation in the north;
- To undertake any other related tasks as required by the Head of Mission/Deputy 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, 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.

Specification of experience

- Knowledge of the Serbian language;
- Managerial or coordination track record;
- Very good interpersonal and communication skills, both written and oral;
- Ability to work in a difficult political environment and under stringent security conditions.

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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Ability to perform under stress and in difficult circumstances;
- Experience in mediation and/or negotiation.
- Staff member is expected to live in the north.

Office of the Head of Mission

Deputy Head of Mission Secretariat

Title: **International Gender Advisor – EK 20011**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Gender Advisor reports to the Deputy Head of Mission.

1. Main tasks and responsibilities:

- To provide strategic advice on gender and gender mainstreaming issues throughout the Mission to the Deputy Head of Mission;
- To advise the Deputy Head of Mission on the mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on women, peace and security;
- To undertake systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring and reporting, data collection and staffing;
- To advise on and provide regular trainings to staff on issues of gender and security;
- To actively promote gender issues in the local legislation within the Mission's sphere of responsibilities;
- To cooperate closely with the relevant Kosovo authorities in enhancing gender mainstreaming in Kosovo and encourage local authorities to implement a gender-sensitive policy;
- To advise the relevant Kosovo authorities in promoting and applying a professional and gender-sensitive management culture and working environment;
- To liaise with the EU office in Kosovo and with relevant bodies of the European Union in matters of gender mainstreaming relevant for CSDP missions;
- To undertake any other related tasks as requested by the Deputy Head of Mission.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law or Social Science, 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 or Social Science, 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 five (5) years of experience working with gender issues in an international context.
- Experience in research and analysis in the field of gender studies paired with excellent drafting skills in English;

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;
- Strong interpersonal skills with the ability to work in a multi ethnic/cultural environment without prejudices and predispositions;
- Ability to perform under stress and in difficult circumstances;

Office of the Head of Mission

Regional Liaison office in Belgrade

Title: **Regional EULEX Liaison Officer (Belgrade) – EK 20014**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Regional EULEX Liaison Officer (Belgrade) reports to the Head of Regional Liaison Office.

1. Main tasks and responsibilities:

- To support and assist the Head of Regional Liaison Office and the Mission Senior Management in the implementation of the Mission's mandate;
- To advise the Head of Regional Liaison Office and the Mission Senior Management on political developments in Serbia relevant for the Mission's mandate;
- To liaise with officials of Government institutions and services at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission's mandate in the region, ensuring appropriate channelling and follow up to technical interaction between the Mission and its components to and from relevant institutions and interlocutors;
- To draft reports, memoranda, and requests as necessary in the delivery of the Mission's mandate;
- To assist in maintaining close relationship with relevant diplomatic representatives in the region;
- To assist in liaising with European and International organizations as well as third country representatives;
- To assist in liaison with national and international NGOs and civil society operating within the field of Rule of Law;
- To undertake any other related tasks as requested by the Head of Regional Liaison Office.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Political Sciences, International Relations, Diplomacy, Social 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 five (5) years of relevant and proven full-time professional experience in a similar position;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Political Sciences, International Relations, Diplomacy, Social 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 six (6) years of relevant and proven full-time professional experience in a similar position.

Specification of experience

- Very good interpersonal and communication skills, both written and oral; familiarity with diplomatic protocol;
- Experience in liaison with police, the judiciary, prosecution and customs authorities.

Personnel Security Clearance

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

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations, ideally in a political advisory capacity;
- Availability to travel and relocate to the regions;
- Ability to perform under stress and in difficult circumstances; Knowledge of Serbian language.

The Chief of Internal Investigations Unit reports to the Deputy Head of Mission.

1. Main tasks and responsibilities:

- To direct and supervise the work of Internal Investigations Unit;
- To be responsible for the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct and Discipline;
- To report disciplinary cases with recommendations to the Deputy Head of Mission;
- To be responsible for the production of reports relating to disciplinary issues, including statistical analysis and assessments;
- To pro-actively review disciplinary regulations and propose amendments accordingly;
- To undertake any other related tasks as requested by the Deputy Head of Mission.

2. Qualifications and experience:

Essential

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

OR

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

Specification of experience

- At least five (5) years of managerial experience.

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

Title: **Internal Investigations Officer – EK 20017**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Internal Investigations Officer reports to the Chief of Internal Investigations Unit.

1. Main tasks and responsibilities:

- To assist in the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct;
- To report disciplinary cases with recommendations to the Chief of Internal Investigations Unit;
- To undertake internal investigations under the supervision of the Chief of Internal Investigations;
- To draft reports relating to discipline issues, including statistical analysis and assessments;
- To assist in the proactive review of disciplinary regulations, and propose amendments accordingly;
- To undertake any other related tasks as requested by the Chief of Internal Investigations Unit.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Law Enforcement or Public Administration, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience;

OR

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

Specification of experience

- At least five (5) years of experience in similar position.

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

Title: Project Officer – EK 20032 Employment regime: Seconded Confirmed Vacancies: 2 Pending Vacancies: 0

The Project Officer reports to the Chief of Staff.

1. Main tasks and responsibilities

- To assist the Chief of Staff 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);
- To advise the Chief of Staff in supporting the discharge of the Mission's mandate, including through the identification, planning, co-ordination and implementation of projects benefiting Kosovo authorities in the Rule of Law sector;
- To closely monitor all phases of the identified projects, and ensure the achievement of foreseen goals;
- To coordinate, as appropriate, with all the relevant divisions to ensure timely implementation of project activities, and to closely liaise with the Planning, Coordination and Compliance Office;
- To facilitate practical cooperation and exchange of information, between the Mission and Kosovo authorities, the EUSR/EU Office in Kosovo and other international stakeholders where relevant;
- To undertake any other related tasks as required by the Chief of Staff.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Project Management, Human Resources, Business/Public 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/Public 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 all phases of Project Cycle Management
- Very good interpersonal and communication skills, both written and oral;
- Report Writing skills;
- Experienced in project management software as well as excel;
- 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;
- 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;
- Budget management experience;
- 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: **Chief of the Joint Operations Room - EK 20035**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief of the Joint Operations Room reports to the Chief of Staff, while cooperating closely with the Senior Mission Security Officer and the Deputy Head of Executive Division (Head of Executive Police) for their areas of responsibility.

1. Main tasks and responsibilities

- To direct and supervise the work of the Joint Operations Room (JOR) to ensure delivery of tasks as set out in planning documents;
- To oversee the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff in line with the relevant SOPs;
- To oversee the collection, compilation, analysis, assessment and timely dissemination of information relevant for the implementation of the Mission's mandate as well as the general security situation, including the analysis of relevant trends;
- To oversee the production of reports, updates and other documents, as required, as well as to brief Mission management on a regular basis on developments relevant for the implementation of the Mission's mandate as well as the general security situation;
- To ensure a proper information flow to the Watchkeepers' Capability;
- To contribute to planning activities of Security and Safety Department and Executive Police;
- To oversee the appropriate manipulation of secure communication means;
- To undertake any other related tasks as requested by the Chief of Staff.

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

- Equivalent Police Academy education and, at least thirteen (13) years of relevant and proven full-time police experience.

Specification of Experience

- Indicative rank: Lt. Colonel or equivalent;
- At least five (5) years of management experience and at least 3 years of experience as operator or manager of a joint operations room or similar structure in a security organisation;
- Experience in planning security and/or police operations;
- Experience in planning and implementing projects;
- Excellent analytical, organisational, planning, and time-management skills;
- Good presentation skills;
- Experience in handling EU classified information.
- Ability to perform under stress and in difficult circumstances.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of 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;
- 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;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Joint Operations Room Shift Leader – EK 20036**

Employment regime: **Seconded**

Confirmed Vacancies: 6 Pending Vacancies: 0

The Joint Operation Room (JOR) Shift Leader reports to the Chief of Joint Operations Room, while coordinating closely with the Deputy Head of Executive Division (Head of Executive Police).

1. Main tasks and responsibilities:

- To coordinate the work of the shift in the JOR;
- To act as Duty Police Commander on behalf of the Head of Executive Police during silent hours;
- To report without delay serious incidents in line with planning documents and to be responsible for the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff in line with the relevant SOPs;
- To oversee the continuous maintenance, execution and evaluation of protocols related executive police operations or incidents;
- To manage and coordinate actions between Police Units and other units / departments / divisions / organizations
- To collect, compile, analyse, assess and disseminate – jointly with the Police Operator - information relevant for Executive Police activities as well other relevant developments for the implementation of the Mission's mandate as well as the general security situation, including the analysis of relevant trends;
- To contribute to planning activities of the Executive Police;
- To ensure that the JOR executes – under the guidance of the Air Operations Manager –all helicopter operations, including the necessary liaison with the relevant KFOR and Pristina International Airport points of contact;
- To undertake any other duties as requested by Head of Joint Operations Room.

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 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 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 eight (8) years of relevant and proven full-time professional experience;

OR

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

Specification of Experience

- Indicative rank: Major or equivalent;
- At least three (3) years of management experience and at least one (1) year of experience as operator or manager of a joint operations room or similar structure in a security organisation;
- Experience in planning security and/or police operations;
- Experience in planning and implementing projects;
- Very good analytical, organisational, planning, and time-management skills;
- 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;

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;
- International experience, particularly in crisis areas with multi-national and international organisations.
- 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;
- Experience in handling EU classified information.
- Knowledge of Albanian and/or Serbian language.

Title: **JOR Police Operator – EK 20038**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Joint Operation Room (JOR) Police Operator reports through the JOR Shift Leader to the Chief of the Joint Operations Room

3. Main tasks and responsibilities:

- To execute the daily work of the JOR in shift routine, under the direction of the Shift Leader;
- 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 JOR 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 JOR 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 (Head of Executive Police) as appropriate;
- To ensure smooth information flow from and to the relevant parts of the Executive and Strengthening Divisions;
- To be responsible for the continuous maintenance, execution and evaluation of protocols related executive police operations or incidents;
- To contribute to the operational planning of the Executive Police;
- To monitor all Executive Police activities, in particular movements in the north of Kosovo, and act as the initial point of contact for headquarters and mission personnel as required;
- To maintain close daily cooperation with the Liaison/Coordination Officers in the Office of the Deputy Head of Executive Division (Head of Executive Police);
- To be responsible – under the guidance of the Air Operations Manager – to execute all helicopter operations, including the necessary liaison with the relevant KFOR and Pristina International Airport points of contact;
- To assist Joint Operation Officers / SSD as required;
- To undertake any other duties as requested by the JOR Shift Leader.

4. 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

- Analytical, organisational, planning, and time-management skills;
- At least one (1) year of experience in an operations room or comparable structure;
- 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;

Personnel Security Clearance

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

Advantageous

- International experience, particularly in crisis areas with multi-national and international organisations.
- Experience in handling EU classified information.
- 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.

Title: **Head of Executive Division – EK 20070**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Head of Executive Division reports to Head of Mission.

1. Main tasks and responsibilities:

- To operationalize the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of the Mission's executive tasks;
- To manage, prioritize and direct the work of organisational units within the Executive Division to ensure they deliver on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure accurate and timely reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure compliance with instructions by the Mission management within the Division and to issue clear instructions on the operational level to the Division, ensuring through the two Deputies, where appropriate, that the executive resources are used in the best possible way to reach the Mission's goals;
- To ensure coordination at the operational level with the Head of the Strengthening Division;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-division/department cooperation in the key areas of his/her authority;
- To act as Head of the Justice Component ;
- To represent the Mission, as appropriate;
- 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 Law, Business 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 fifteen (15) years of relevant and proven full-time professional experience, out of which 8 at a senior management level.

Specification of experience

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

Personnel Security Clearance

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

Advantageous

- Proven knowledge of the most relevant areas of rule of law (criminal and civil courts, administration of justice, prosecution, forensics);
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience as Prosecutor in huge scale police investigations in organized crime or corruption;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

The Legal Officer reports to the Head of Executive Division.

1. Main tasks and responsibilities:

- To maintain contacts with Kosovo law making bodies in order to actively follow-up on and be involved in new developments in legislative and law implementation area;
- To provide, when appropriate in cooperation with operational lawyers, legal opinions and recommendations to the Head of Executive Division on the Kosovo legal and judicial system; identify possible areas for improvement;
- To liaise with other units in the Executive and Strengthening Divisions on relevant issues as delegated. Represent the Head of the Executive Division in internal and external meetings on matters pertaining to the Executive Division;
- To initiate legal research using multiple research sources; provide advice on the draft laws, international human rights principles and humanitarian law;
- To analyse local legislation and to co-ordinate working groups and compile legal recommendations on draft laws and other legal matters for approval of the Head of Executive Division and senior management to be submitted to local counterparts;
- To oversee the proper handling of a variety of complaints pertaining to the mandate of the Executive Division received from the general public and NGO's addressed to the Mission;
- To liaise with relevant stakeholders in the area of legal and other issues as instructed;
- To prepare legal summaries, reports and other legal documents concerning legal issues and draft official correspondence pertaining to complex legal matters;
- To coordinate and supervise other support staff members, such as the Legal Assistant and when appropriate the Special Assistant to HoED;
- To undertake any other related tasks as requested by the Head of Executive Division.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Political Sciences or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least seven (7) years of relevant and proven full-time professional experience.

Specification of experience

- Extensive experience in a legal and judicial function in an international organisation;
- Experience in drafting legal advice and recommendations;
- Experience in law drafting, including the legislation necessary for the implementation of the EU *acquis communautaire*;
- Experience in coordinating the work in a Rule of Law Organisation
- Experience in the analysis on legislation and draft legislation in civil and criminal matters.

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

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

The Deputy Chief Prosecutor of Special Prosecution Office (SPRK) works under the Chief Prosecutor of Special Prosecution Office (SPRK) and reports to the Head of Executive Division and Deputy Head of Executive Division (Chief EULEX Prosecutor) of the activities and performance of the EULEX Prosecutors in the Special Prosecution Office (SPRK).

3. Main tasks and responsibilities:

- Within his/her field of responsibility, to make operational and implement the Mission`s mandate and tasks as set out in the planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP) including;
- To direct, supervise and manage criminal investigations and prosecutions conducted by EULEX Prosecutors in the Special Prosecution Office (SPRK) against organised crime, war crimes, terrorism, hate-motivated crimes, high level corruption, and other related crimes, in accordance with the jurisdiction and competences of the Special Prosecution Office (SPRK), and in cooperation with the Chief Prosecutor of Special Prosecution Office (SPRK)
- To direct, supervise and manage the work of the EULEX Prosecutors in the Special Prosecution Office (SPRK) and to prioritize to its work in order to ensure delivery of the Mission`s mandate and tasks as set out in planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP);
- To direct, supervise and manage the internal organisation of EULEX Special Prosecutors in the Special Prosecution Office (SPRK) in order to direct and to supervise their performances and to ensure high quantitative and qualitative standards in the carrying out of their functions;
- To enhance mechanisms to ensure efficiency and effectiveness in handling of criminal cases and criminal investigations in cooperation with the Chief Prosecutor of Special Prosecution Office (SPRK), the local Courts and judiciary, Kosovo Police and other police and investigative agencies ;
- Through the cooperation with local counterparts, to increase local capacities through the exchange of views and the sharing of best practices; this will include regular peer discussions with regard to all aspects of prosecutorial functions within his/her field of responsibility;
- To organize a permanent and consultative dialogue with relevant key stakeholders in order to develop a common and general policy on criminal investigations and prosecutions in consultation with the Deputy Head of Executive Division (Chief EULEX Prosecutor);
- To inform the Head of Executive Division and the Deputy Head of Executive Division (Chief EULEX Prosecutor), on prosecutions and the performance of the EULEX Prosecutors in the Special Prosecution Office (SPRK), (without infringing the autonomy of prosecutors in individual cases as established by Article 8.2 of Council Joint Action 2008/124/CFSP), as amended;
- To implement strategic policies for EULEX Prosecutors in the Special Prosecution Office (SPRK),in cooperation, with the Chief Prosecutor of Special Prosecution Office (SPRK), and in consultation with the Head of Executive Division and the Deputy Head of Executive Division (Chief EULEX Prosecutor);
- To undertake any relevant requests and specific tasks as requested by the Deputy Head of Executive Division (Chief EULEX Prosecutor), if appropriate, in consultation with the Chief Prosecutor of the Special Prosecution Office (SPRK).
- To coordinate through the Office of the Head of Executive Division with the Head of the Executive Criminal Investigations Department and other units to ensure the most efficient use of resources in line with the Mission mandate and priorities;

4. 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 fourteen (14) years of relevant and proven full-time professional experience, or legal practice, as a full-time prosecutor engaged in major crimes investigations and prosecutions and qualified to practice law in a recognized jurisdiction.

Specification of experience

- Significant experience as a senior public prosecutor engaged in major crimes investigations and prosecutions and in leading major crime prosecution offices/teams;
- An advanced degree in law with concentration on criminal law, international law or related studies;
- Excellent interpersonal and communication skills, both written and oral, in English;
- Strong leadership and excellent managerial track record;

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.

Advantages:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Very good knowledge and/or experience in strategic management and/or public administration.

Title: **President of EULEX Judges – EK 20090**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

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

1. Main tasks and responsibilities:

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

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;

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 eleven (11) 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;
- Extended experience in court management;
- Strong managerial track record.

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;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration.

Title: **Vice President of EULEX Judges – EK 20091**

Employment regime: **Seconded**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Vice President of EULEX Judges reports to President 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 the Mission's executive mandate in form of adjudication;
- To support the President of EULEX Judges in directing and supervising the members of EULEX Judges, while fully respecting the independence of EULEX judges in adjudicating individual cases;
- To deputize for the President of EULEX Judges during the latter's absence;
- To receive and carry out any specific duties/functions delegated to him/her by the President of EULEX Judges;
- To act as focal point for all civil matters falling within the portfolio of EULEX Judges;
- To support the President of EULEX Judges in facilitating and organising the EULEX Judges' efforts of drawing conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams and consulting when necessary with the Strengthening Division for consideration and follow up with the KJC;
- To participate in the selection of EULEX Judges and prosecutors as well as in case allocation and case selection, as member of the respective panels;
- To represent the EULEX Judges in other bodies as foreseen in the applicable law;
- To participate in mixed panels with Kosovo judges in the adjudication of cases which fall under the competences of the Supreme Court;
- Through the work in mixed teams with local counterparts to build local capacities through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To consult regularly with the Head of the Executive Division on matters of common interest, namely on the Mission's priorities in accordance with the Mission's overall strategic objectives;
- To provide timely information to the Head of the Executive Division on possible security issues related to the handling of cases by EULEX judges;
- To support the President of EULEX Judges in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission and in particular Annex E of the OPLAN;
- To represent the Mission or the EULEX Judges, as appropriate;
- To undertake any other related tasks as requested by the President of 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 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, 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 ten (10) years of professional experience as judge, preferably in higher/appeals courts;
- Extended experience in court management;
- Strong managerial track record.

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;
- Ability to perform under stress and in difficult circumstances;
- 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.

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

1. Main tasks and responsibilities:

- To direct and supervise the work of the Executive Criminal Investigation Department and the Special Police Department, as well as to manage, prioritize and direct their work to ensure they deliver on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of the Executive Division and the HoM;
- To advise and support the Head of Executive Division in the management related to the police and customs elements of the Executive Division;
- To operationalize – within his/her field of responsibility – the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To ensure, at operational level, coordination with the Head of the Police Strengthening Department;
- To ensure, at operational level, under the overall supervision of the Head of the Executive Division and in line with the relevant applicable legislation, coordination of all executive police actions with the Deputy Head of Executive Division/(Chief EULEX Prosecutor);
- To ensure, on the level of operational policing, the necessary coordination with KFOR and other national/international organizations, where appropriate;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To liaise, as necessary for the coordination of EULEX's executive mandate in the area of policing with Kosovo Police and in close coordination with the Head of PSD, with police and other law enforcement officials;
- To undertake any other related tasks as requested by the Head of Executive Division.

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, 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, Business Administration, Economy, Law, Public Administration, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least thirteen (13) years of relevant and proven full-time professional experience;

OR

- Equivalent Police/Military Academy education and at least thirteen (13) years of relevant and proven full-time professional experience.

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Specification of experience

- At least ten (10) years of proven and extensive police experience at upper management;
- Strong managerial track record;
- Sound knowledge of criminal investigations and special police operations;
- Good understanding of border related issues, including integrated border management and some understanding of customs related issues
- Indicative rank: Lt. Colonel/ Superintendent 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

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

Title: **Assistant Deputy Head of Executive Division (Police) – EK 20111**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Assistant Deputy Head of Executive Division (Police) , reports to the Deputy Head of Executive Division (Head of Executive Police).

1. Main tasks and responsibilities:

- To assist the Deputy Head of Executive Division (Head of Executive Police) 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 assist the Deputy Head of Executive Division (Head of Executive Police) in his/her functions by ensuring a smooth running of the Departments, including by following up on tasking's independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- Be ready in his absence to command the executive police, manage major incidents and take any temporary relevant decision on his behalf;
- To conduct strategic analysis;
- To coordinate the police Departments' work with OCEP and SPRK under the overall supervision of the Deputy Head of Executive Division (Head of Executive Police) to coordinate the police Departments' work with OCEP and SPRK;
- To this end, to maintain contacts with the different organisational units under the Head of Department as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information;
- To coordinate, as appropriate, with external stakeholders at the appropriate level;
- To draft documents for the Deputy Head of Executive Division (Head of Executive Police) and manage on his behalf routine administrative issues;
- To accompany or represent the Deputy Head of Executive Division (Head of Executive Police) as required to meetings and events;
- To assist the Deputy Head of Executive Division (Police) in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To manage the liaison and coordination officers of the office as first line manager;
- To undertake any other related tasks as requested by the Deputy Heads 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 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 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, 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 Police/Military Academy education and at least fifteen (15) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years in a related position with upper management level experience;
- Experience in different fields of policing including crisis management.

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;
- Ability to perform under stress and in difficult circumstances;
- 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;
- Knowledge of Albanian and/or Serbian language.

Title: **Liaison/Coordination Officer – EK 20112**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

The Liaison/Coordination Officer reports to Assistant Deputy Head of Executive Division (Police)

1. Main tasks and responsibilities:

- To support the Assistant Deputy Head of Executive Division (Police) within his/her field of responsibility – in implementing 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 collect, disseminate and file information as required;
- To coordinate reporting and planning tasks and correspondence in the Executive Division (Police) including a quality control;
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports;
- To maintain an accurate system for recording all reports of the Office of the Deputy Head of Executive Division (Head of Executive Police);
- To support the Assistant Deputy Head of Executive Division (Police) in ensuring, at an operational level, coordination with all actors, both internally, locally, national and international; To liaise with other stakeholders internally and externally as requested by Assistant Deputy Head of Executive Division (Police);
- To undertake any other tasks as requested by the Assistant Deputy Head of Executive Division (Police).

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

- At least five (5) years of experience serving within a Police Command and Control Centre involving intelligence and pro-active policing 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:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo and international policing;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal investigation and proven liaison skills;
- Military background.

Executive Division

Office of the Deputy Head of Executive Division (Head of Executive Police)

Title: **Special Assistant to Deputy Head of Executive Division (Police) – EK 20113**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

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

1. Main tasks and responsibilities:

- To assist the Deputy Head of Head of Executive Division (Head of Executive Police) 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 assist the Deputy Head of Head of Executive Division (Head of Executive Police) in his/her functions by ensuring a smooth running of the organisational units, including by following up on tasking independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To this end, to maintain contacts with the different organisational units under the Head of Executive Division (Head of Executive Police) as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information;
- To coordinate, as appropriate, with external stakeholders at the appropriate level;
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system;
- To draft documents on behalf of the Head of Executive Division (Head of Executive Police);
- To ensure the proper handling of documentation and files within the office of the Head of Department, including the handling of EUCI;
- To assist the Head of Executive Division (Head of Executive Police) with aspects of Mission visibility, e.g. preparing presentations and materials;
- To accompany the Head of Executive Division (Head of Executive Police) as required to meetings and events and make necessary preparations as well as minutes taking at meetings and conferences; prepare draft reports and documents for the office;
- To assist the Head of Executive Division (Head of Executive Police) in ensuring 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 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 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 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, 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 Police/Military/Customs education and at least six (6) years of relevant and proven full-time professional experience;

Specification of experience

- At least five (5) years in a related position within Police and desirably with upper/middle management level experience;
- Indicative rank: Chief Inspector/Captain, or equivalent;
- Experience in different fields of policing.

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 and international policing;
- 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 interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Creative mind set and good negotiation, mediation and problem solving skills.

Title: **Head of Executive Criminal Investigations Department – EK 20115**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

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

1. Main tasks and responsibilities:

- To direct and supervise the work of the Department and to manage, prioritize and direct its work to ensure it delivers on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the Deputy Head of Executive Division (Head of Executive Police);
- To operationalize the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate with regard to criminal investigations;
- To ensure compliance with instructions by the Mission management within the Department and to issue clear instructions on the operational level to the Department;
- To cooperate, on a day-to-day basis, with the Head of SPRK to ensure the most efficient use of investigation resources in line with the Mission mandate and priorities;
- To coordinate, at operational level, with other organisational units, 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 tasks as required 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, Enforcement Law, 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, Enforcement Law, 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

- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience

- At least ten (10) years of progressive professional experience in police service and as a minimum of five (5) years of experience at Upper Management with broad professional experience in all aspects of Police management;
- Sound knowledge of criminal investigations;
- Indicative rank: Lt. Colonel/Superintendent, or equivalent;
- Very good interpersonal and communication skills, both written and oral;
- 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;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Excellent negotiation and problem-solving skills.

Title: **Informant Handler – EK 20121**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Informant Handler reports to the Head of EU Office for Criminal Intelligence (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 identify, recruit and manage informants (Covert Human Intelligence Source) who can provide information relating to serious and organised crime;
- To liaise with other Units within the Mission and agencies in order to gather information;
- To liaise with other Mission Units, other law enforcement agencies and police agencies, and other organisations;
- To liaise with international law enforcement authorities outside Kosovo;
- To ensure that the identity of the informants remains protected while providing the law enforcement authorities with evidential information required;
- To ensure that the applicable laws of Kosovo/EULEX, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant;
- To develop and manage cover stories for the protection of the informant;
- 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, complemented by the police training or training in a similar/relevant field, with a minimum of eight (8) years of relevant and proven full-time professional police experience or experience in a similar/relevant field.

Specification of experience

- Extensive and progressive professional experience in intelligence and criminal investigation fields;
- Extensive experience in the field of informant handling;

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 region, in particular Kosovo and neighbouring countries;
- 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;
- Authorized to carry and issued a personal weapon
- Knowledge of Albanian language;
- Experience in criminal intelligence.

Title: **Special Liaison Intelligence Officer – EK 20122**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Special Liaison Intelligence Officer reports to the Head of EU Office for Criminal Intelligence (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 with the military, the law enforcement and other external parties to ensure intelligence capabilities are maximized in support of the EUOCI 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, complemented by the 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
- Military background and familiarity with military structures and terminology;
- 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;
- Experience in criminal intelligence.

Title: **EU Office for Criminal Intelligence Analyst – EK 20123**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

The EU Office for Criminal Intelligence Analyst reports to the Head of EU Office for Criminal Intelligence (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 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 office 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 as requested by the Head of EUOCI.

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/Military Academy education and at least eight (8) years of relevant and proven full-time professional 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;
- Experience in criminal intelligence.

Title: **EU Office for Criminal Intelligence Desk Officer/Office Manager – EK 20125**

Employment regime: **Seconded**

Confirmed vacancies: 0 Pending vacancies: 2

The EU Office for Criminal Intelligence Desk Officer/Office Manager reports to the Head of EU Office for Criminal Intelligence (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 act as the focal point for receiving, developing and disseminating information/intelligence in accordance with the EUOCI policy;
- To maintain records in order to assist in the provision of information management;
- To provide quality control and to ensure that it complies with the EUOCI policy;
- To act as the Office Manager with direct responsibility for the daily operations of the EUOCI and to be the Line Manager for staff in the Research Cell;
- To maintain and develop a wide range of contacts with individuals and organisations;
- To liaise with Regional Intelligence Officers;
- 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 Head of EUOCI.

2. Qualifications and experience

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by the police training, with a minimum of five (5) years of relevant and proven full-time police experience or equivalent professional 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, 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;
- Experience with EUROPOL information exchange mechanisms;
- Experience in criminal intelligence.

The EU Office for Criminal Intelligence (EUOCI) IT Administrator reports to the Head of EUOCI.

1. Main tasks and responsibilities

- To maintain the internal EUOCI computer network;
- To perform regular back-ups of the Office computerised information;
- To ensure regular downloads of external databases to the Intelligence network in line with agreements between the EUOCI and database managers;
- To maintain the contact with software suppliers to the EUOCI database and manage the service and maintenance agreement;
- To act as the point of contact for IT & Communication issues between the EUOCI and the other Mission Units and KFOR;
- To maintain contact with the Communications Unit and Information Technology and Software Development Unit in the Mission Support Department for all IT issues related to the Unit;
- To maintain and manage the EUOCI IT Security Policy;
- To provide advice and guidance to officers using IT systems in the EUOCI;
- To provide similar services as above to other Executive Criminal Investigations Department's units;
- To undertake any other related tasks as requested by the Head of EUOCI.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by a degree in IT or other related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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 IT or other related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience;

OR

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

Specification of experience

- Extensive and progressive professional experience in management of servers (including SQL), TCP/IP protocols;
- Knowledge of and experience with IT Security Systems.

Personnel Security Clearance

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

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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;
- Working knowledge of i2 products (ibase and Analyst notebook).

Title: **Regional Criminal Intelligence Officer – EK 20128**

Employment regime: **Seconded**

Confirmed vacancies: 2 Pending vacancies: 0

The Regional Criminal Intelligence Officer reports to the Regional Criminal Intelligence 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 the Mission's executive mandate;
- To establish effective liaison structure with all relevant Mission units to ensure timely exchange of information/intelligence;
- To collect information in the field that supports on-going investigations;
- To prepare and submit accurate written intelligence reports;
- To develop case specific intelligence in conjunction with the analysts;
- To develop and maintain information contacts with stakeholders in the Mission area;
- 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 Regional Criminal Intelligence Team Leader.

2. Qualifications and experience

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by the police training, with a minimum of five (5) years of relevant and proven full-time police experience or equivalent professional experience.

Specification of experience

- Extensive and progressive 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, cultural, historical and security situation of the Balkans, in particular Kosovo;
- Extensive experience in collection of intelligence;
- 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;
- Experience in criminal intelligence.

The Chief of International Police Cooperation Unit reports to Head of Executive Criminal Investigation Division (ECID).

1. Main tasks and responsibilities:

- To direct and supervise the work of International Police Cooperation Unit;
- 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 i.a. Interpol, Europol and ILECU (Kosovo Police International Police Cooperation Unit);
- 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 Deputy Head of Executive Division (Police);
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the Unit;
- To ensure the Unit's support, in its field of responsibility, for the operational requirements of the Head of the Executive Criminal Investigations Department (ECID), and with other Units of ECID;
- To liaise closely with the relevant Kosovar and 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 Head of Executive Criminal Investigation Division.

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 ten (10) 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 eleven (11) years of relevant and proven full-time professional experience in International Police Cooperation;

OR

- Equivalent Police/Military education and at least fifteen (15) years of relevant and proven fulltime professional experience.

Specification of experience

- At least five (5) years of experience in upper management positions;
- Strong managerial track record;
- Working experience with Interpol, Europol, SIRENE, Bi-lateral police cooperation and in 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, SELEC centres, ILECU project, Embassies, etc.);
Indicative rank: Lieutenant Colonel, 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 SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorized to carry and issued a personal weapon;
- Knowledge of Albanian and/or Serbian language;

Title: **Operations Officer of International Police Cooperation Unit – EK 20131**

Employment regime: **Seconded**

Confirmed vacancies: 4 Pending vacancies: 2

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, Europol and ILECU (Kosovo Police International Police Cooperation Unit);
- To cooperate with Kosovo Police (KP) offices and judicial authorities regarding vehicle crime matters;
- To provide relevant support for the operational requirements of the Head of Executive Criminal Investigations Department (ECID), and of other Units of ECID;
- To maintain the database associated with requests to and from the Criminal Investigations Department (ECID), Kosovo Police (KP) offices and Interpol, Europol, ILECU and third countries;
- 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

- At least five (5) years of working experience with Interpol, Europol, SIRENE, Bi-lateral cooperation 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, SELEC centres, ILECU project, Embassies, etc.);
- Indicative rank: Senior Police Officer or equivalent;
- Proficient with access into the I-24/7 Interpol database and SIENA 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;
- Readiness to work in Pristina or Mitrovica;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

The Chief of Organised Crime Investigation Unit reports to Head of Executive Criminal Investigations Department.

1. Main tasks and responsibilities:

- To direct and supervise the work of the Organised Crime Investigations Unit;
- To perform tasks of the Head of Executive Criminal Investigations Department in his/her absence;
- To provide effective management of human, financial and physical resources of the Head of Executive Criminal Investigations Department (ECID) and oversee administrative activities;
- To respond to the operational requirements of the Head of Executive Criminal Investigations Department, and with other components of the ECID in ensuring the development, preparation, timely submission and coordination/monitoring of work plans, strategies and programmes for the activities of the (ECID);
- To provide clear and concise information to the Head of the Executive Criminal Investigations Department regarding Serious and Organised Crime and Counter Terrorism investigation results;
- To coordinate the activities within the area of serious and organised crime investigations and counter terrorism investigations;
- To represent the Unit in various Working Groups (WG), meetings and other events;
- To monitor the developments of the local legislation and to prepare inputs researches for the future amendments and/or establishing of the new required legislation to improve the work of the Head of Executive Criminal Investigations Department;
- To carry out other duties in support of the Head of Executive Criminal Investigations Department in order to consolidate (ECID)'s work with the Mission strategic plans and goals;
- 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 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 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 11 years of relevant and proven full-time police experience;

OR

- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of management experience in investigations posts;
- Background in investigations, technical and operational support, experience in coordinating complex joint operations including different specialised units;
- Experience in cooperation and liaison with international law enforcement agencies;
- Substantial experience of commanding operational policing activity (including inter alia arrest and search operations);
- Indicative rank: Captain or equivalent;
- Knowledge of applicable laws and regulations regarding Covert Measures and combating Organised Crime;
- 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 Organised Crime 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;
- 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;
- Previous experience of managing / investigating Counter Terrorism Investigations.

Title: **Chief of Planning, Operations and Training Cell, (SPD) – EK 20143**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief of Planning Operations and Training Cell (Special Police Department), reports to Chief of Staff (Special Police Department).

1. Main tasks and responsibilities:

- To direct and supervise the daily work of the Planning Operations and Training Cell (POTC);
- To manage and coordinate the duties of POTC 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 POTC 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

- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience

- At least ten (10) years of progressive professional experience in police service;
- Indicative rank: Major, Captain, 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:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations is desirable;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Previous experiences in the information gathering working area;
- Very good communication skills in English, written and spoken;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

Title: **Planning, Operations and Training Officer, (SPD) – EK 20144**

Employment regime: **Seconded**

Confirmed Vacancies: 2

Pending Vacancies: 0

The Planning Operations and Training Officer (Special Police Department), reports to Chief of Planning Operations and Training Cell.

1. Main tasks and responsibilities:

- To coordinate and execute the daily work of the Planning Operations and Training Cell (POTC), if needed in shift routine, under the direction of the Chief POTC;
- To plan and execute the duties of the Planning Operations and Training Cell before, during and after special operations;
- To conduct both long term and urgent planning of all POTC activities;
- To assist the Special Police Department (SPD) management in managing the SPD Units;
- To prepare briefings about operations;
- To keep all the ordinary publications listed in a provided load-register, taking also care of a permanent or temporary allocation of above mentioned publication to requesting offices;
- To identify and solve training problems under the guidelines of the Head of SPD;
- To collect and prepare training programmes under the supervision of the Chief of POTC;
- To prepare briefings about training;
- To prepare, chair and take part in briefings about trainings with other units / departments / components / organizations;
- 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 required by the Chief of Planning Operations and Training Cell.

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 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 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 four (4) years of relevant and proven full-time professional experience;

OR

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

Specification of experience

- At least five (5) years of relevant and proven full-time police experience;
- Previous experience related to specialized units daily tasks and special operations;
- 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;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Experienced in duration and preparing of police training /exercises / rehearsals;
- Previous experiences in the information gathering working area;
- Good interpersonal and communication skills;
- Experience in using methodologies and different sources for research, including open sources
- International experience, particularly in crisis areas with multi-national and international organisations;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

The Planning Operations and Training Officer reports to Chief of Planning Operations and Training Cell.

1. Main tasks and responsibilities:

- To identify and solve training problems under the guidelines of the Head of Special Police Department (SPD);
- To collect and prepare training programs under the supervision of the Chief of Planning Operation and Training Cell (POTC);
- To prepare briefings about training;
- To prepare, chair and take part in briefings about trainings with other units/departments/components/organizations;
- To support execution and coordination of the daily work of POTC under the supervision of the Chief of Planning Operations and Training Cell;
- To coordinate and execute the daily work of POTC, if needed in shift routine, under the direction of the Chief Planning Operations and Training Cell;
- To plan and execute the duties of the Planning Operations and Training Cell before, during and after special operations;
- To conduct and execute both long term and urgent planning of all POTC activities;
- To assist the SPD management in managing the SPD Units;
- To prepare briefings about operations;
- To keep all the ordinary publications listed in a provided load-register, taking also care of a permanent or temporary allocation of above-mentioned publication to requesting offices;
- To undertake any other related tasks as required by the Chief of Planning Operations and Training Cell

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

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

Specification of experience

- At least five (5) years of progressive professional experience in police service;
- Experienced in duration and preparing of police training / exercises / rehearsals
- Driving license of Category C;

Personnel Security Clearance

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

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions.
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Previous experience related to specialized units daily tasks and special operations;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Albanian and/or Serbian language.
- Authorized to carry and issued a personal weapon.

Title: Planning, Operations and Training Officer – Information Management, (SPD) – EK 20146 Employment regime: Seconded Confirmed Vacancies: 1 Pending Vacancies: 0
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The Planning Operations and Training Officer-Information management, reports to Chief of Planning Operations and Training 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 draft operational risk assessments in respect to SPD operations and possible threats in the AOR of SPD;
- To establish and maintain contact to other EULEX units and external organisations in order to gather information required for SPD operations and situation updates;
- To coordinate and execute the daily work of the Planning Operations and Training Cell (POTC), if needed in shift routine, under the direction of the Chief POTC;
- To plan and execute the duties of POTC before, during and after special operations;
- To conduct and execute both long term and urgent planning of all POTC activities;
- To assist the SPD management in managing the SPD Units;
- To prepare briefings about operations;
- To keep all the ordinary publications listed in a provided load-register, taking also care of a permanent or temporary allocation of above-mentioned publication to requesting offices;
- To undertake any other related tasks as requested by the Chief of Operation Cell.

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

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

Specification of experience

- At least five (5) years of relevant and proven full time police experience;
- Previous experiences in the information gathering working area;
- Good interpersonal and communications skills;
- Authorized to carry and issued a personal weapon;
- Experience in using methodologies and different sources for research, including open sources;
- Driving license of Category C;

Personnel Security Clearance

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

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous experience related to specialized units daily tasks and special operations;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Experienced in duration and preparing of police training /exercises / rehearsals;
- Knowledge of Albanian and/or Serbian language.

Title: **Head of Supplementary Police Unit, (SPD) – EK 20150**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending Vacancies: 0

The Head of Supplementary Police Unit (SPU) reports to Head of Special Police Department (SPD).

1. Main tasks and responsibilities:

- To direct and supervise the work of the Supplementary Police Unit;
- To manage the platoons and ensure implementation of the tasks given by the Head of SPD;
- To provide advice and operational support to Head of SPD and the Chief of Staff (SPD);
- To be responsible for operational planning and management of SPU tasks;
- To command SPU in Operations;
- To supervise the work of the Platoon Commanders and ensure that planning and execution of operations are adequately fulfilled;
- To provide comprehensive procedural documents related to SPU tasks;
- To maintain a high operational effectiveness of the unit;
- To coordinate with other units and conduct training, under the directions of SPD command;
- To develop professional contacts within EULEX and other counterparts;
- To ensure the requirement of staff discipline and behaviour are adhered to;
- To undertake any other related task as requested by the Head of Special Police 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 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

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

Specification of experience

- At least five (5) years of managerial experience;
- Indicative rank: Major, or Captain, or, equivalent;
- Experience in managing operational of around sixty police officers;
- Trained in public order policing techniques with command experience desirable;
- Authorized to carry and issued a personal weapon;
- 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 SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Sufficient knowledge about IG (Intervention Group) operating;
- International experience, particularly in crisis areas with international organisations and in an international court.

Title: **Supplementary Police Unit Team Leader (SPU) – EK 20151**

Employment regime: **Seconded**

Confirmed vacancies: 2 Pending Vacancies: 0

The Supplementary Police Unit Team Leader (SPU) reports to Head of Supplementary Police Unit (SPU).

1. Main tasks and responsibilities:

- To direct and supervise the operations of the Team;
- To command the Team in the field;
- To prepare, organise and carry out special tasks with regard to safety and security and liaise with all relevant parties as required;
- To plan duty rosters for the operations and coordinate training and leave plans of SUP Officers as appropriate;
- To monitor behaviour and compliance of SUP Officers with relevant guidelines, laws and regulations;
- To initiate, prepare, organise and carry out training programmes for the Team in cooperation with the SPD training officer;
- To undertake any other related task as requested by the Head of Supplementary Police Unit (SPU).

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

- At least five (5) years of relevant and proven full time police experience;
- Indicative rank: Lieutenant or equivalent;
- Trained in public order policing techniques with command experience desirable;
- Possession of good technical skills in staff management, reporting tasks and communication;
- International policing experience desirable;
- Authorized to carry and issued a personal weapon;
- 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:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- International experience, particularly in crisis areas with international organisations and in an international court.

Title: **Supplementary Police Unit Officer (SPU) - EK 20152**

Employment regime: **Seconded**

Confirmed vacancies: 0 Pending Vacancies: 5

The Supplementary Police Unit Officer reports to the Supplementary Police Unit Team Leader.

1. Main tasks and responsibilities

- To patrol in the assigned area of responsibility in order to guarantee safety and security of persons present in the area;
- To perform general policing tasks including visibility patrolling;
- To perform static and dynamic security tasks;
- To support and assist the Task Force Mitrovica in investigations;
- To participate in executive emergency operations whenever needed;
- To ensure security and assist with the evacuation/extraction of EULEX personnel when needed;
- To perform search and seizure operations and arrests, independently or in joint operations with Kosovo Police and/or KFOR;
- To undertake any other related task as requested by the Supplementary Police Unit Team Leader.

2. Qualifications and experience:

Essential

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

Specification of experience

- At least five (5) years of proven full-time professional experience in Police service;
- Authorized to carry and issued a personal weapon;
- 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;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Trained in public order policing techniques desirable International experience, particularly in crisis areas with multi-national and international organisations;
- International policing experience desirable Ability to perform under stress and in difficult circumstances;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

Title: **SWAT Operator – EK 20154**

Employment regime: **Seconded**

Confirmed Vacancies: 3 Pending Vacancies: 5

The SWAT Operator, reports to SWAT Team Leader.

1. Main tasks and responsibilities:

- To be responsible for all the tasks dedicated to SWAT Team 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 perform general policing tasks including visibility patrolling;
- To support and assist the Executive Criminal Investigation Department in investigations;
- To ensure security and assist with the evacuation/extraction of EULEX personnel when needed;
- To perform search and seizure operations and arrests, independently or in joint operations with Kosovo Police and/or KFOR;
- To undertake any other related task 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 five (5) years of relevant and proven full-time police experience.

Specification of experience

- At least 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:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions.
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- 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;
- Knowledge of Albanian and/or Serbian language;
- Operational experience as a Marksman, **or**
- Operational experience as a Breacher Specialist, **or**
- Operational experience as a medic **or**
- Operational experience as Officer for technical support.

Title: **Head of Border/Boundary Unit North – EK 20160**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Head of Border/Boundary Unit North reports to the Head of the Special Police Department.

1. Main tasks and responsibilities:

- To direct and supervise the work of the Border/Boundary Unit North.
- To operationalize the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To manage, prioritize and direct the work of Border/Boundary Unit 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 point for all border police or customs related issues within the Unit;
- To ensure planning, conduct and evaluation in relation to the smooth running of Gate 1 and 31 in executive mode;
- To manage the efficient use of the mobile capacity;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure compliance with instructions by the Mission management within the Unit and to issue clear instructions on the operational level to the Unit;
- To ensure close coordination with the Head of the Advisory Unit on Border Matters to ensure that the rules to be applied in the north through the Mission's executive work are in line with IBM principles;
- To undertake any other related tasks as requested by the Head of the Special Police 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 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

- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional experience;

OR

- Equivalent Customs education and at least eleven (11) years of relevant and proven full-time customs experience.

Specification of experience

- At least five (5) years of management experience;
- Indicative rank: Captain or equivalent;
- Authorized to carry and issue a personal weapon;
- Driving licence of Category C.
- Professional experience with border police issues, including on the operational level and experience in a management position within a European Union Police or Customs Administration;
- Proven effective and extensive border police experience at middle and upper management at a strategic level;
- Good understanding of integrated border management and some understanding of customs related issues.
- 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 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 interpersonal and communication skills, both written and oral;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Serbian language;
- Basic knowledge regarding customs issues.

Title: **Deputy Head of Border/Boundary Unit North – EK 20161**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Deputy Head of Border/Boundary Unit North reports to the Head of the Border/Boundary Unit North

1. Main tasks and responsibilities:

- To direct and supervise the work of the Border/Boundary Unit North;
- To support the Head of the Border/Boundary Unit North (Ho B/BUN) to operationalize the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To support the HoB/BUN to manage and prioritize the work of Border/Boundary Unit 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 point for all customs related issues within the Unit;
- To support the HoB/BUN to ensure planning, conduct and evaluation in relation to the smooth running of Gate 1 and 31 in executive mode;
- To support the HoB/BUN to manage the efficient use of the mobile capacity;
- To support the HoB/BUN 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 HoB/BUN to ensure compliance with instructions by the Mission management within the Unit and to issue clear instructions on the operational level to the Unit;
- To undertake any other related tasks as requested by the Head of the Border/Boundary Unit 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

- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional experience;

OR

- Equivalent Customs education and at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of management experience;
- Indicative rank: Captain or equivalent;
- Professional experience with customs issues, including on the operational level and experience in a management position within a European Union Customs Administration or Police;
- Authorized to carry and issue a personal weapon;
- Driving licence of Category C;
- 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.
- 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 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 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;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Serbian language;
- Basic knowledge of police issues.

Title: **Deputy Head of Strengthening Division – EK 20171**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

The Deputy Head of Strengthening Division reports to the Head of Strengthening Division.

1. Main tasks and responsibilities:

- To advise and support the Head of Strengthening Division in the management of the Strengthening Division;
- To support the Head of Division in operationalizing – 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 Head of Division in directing and supervising the work of organisational units within the Strengthening Division to ensure they deliver on the Mission’s mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of Mission;
- To support the Head of Division in ensuring compliance with instructions by the Mission management within the Division and to issue clear instructions on the operational level to the Division;
- To support the Head of Division in guiding the Division’s work 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 this end, to support the Head of Division in driving proactively the implementation of the MIP in his/her division and to report accurately on progress and lack of progress through established procedures, including:
 - To ensure the implementation of the Mission’s policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
 - To contribute proactively to the Mission’s established cross-cutting mechanisms for cross-division/department cooperation in the key areas of his/her authority;
- To support the Head of Division in guiding the Division’s efforts in the area of horizontal cross-Division and cross-departmental cooperation and coordination;
- To support the Head of Division in managing the efficient use of the mobile team in assessing compliance of local institutions with advice given on the strategic level;
- To support the Head of Division in reporting, in case of non-compliance, to the chain of command with recommendations;
- To support the Head of Division in ensuring coordination on the operational level with the Head of the Executive Division;
- To support the Head of Division 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 Division in representing the Mission, as appropriate;
- To undertake any other related tasks as required by the Head of Division.

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

Specification of experience

- Proven effective and extensive experience at middle and upper management at a strategic level;
- Strong managerial track record, including in change management;
- Track record of senior positions in the field of rule of law or independent rule of law institutions;
- 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 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;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Advisor in DCAM (Migration) – EK 20178**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

The Advisor in DCAM (Migration) reports to the Chief of Advisory Unit on Internal Matters.

1. Main tasks and responsibilities:

- To monitor, mentor and Advise the Director of the Department on Citizenship, Asylum and Migration (DCAM) 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 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 assist the implementation of the National IBM Strategy and Action Plan (2013-2018);
- 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 support the establishment of European best practices in migration management, including irregular migration control, labour and facilitated migration, counter trafficking;
- To advise MoIA on visas and issues relating to foreigners in their cooperation with KBP and MFA;
- To support the local authorities in the establishment of the visa regime and the implementation of the legislation related to these issues;
- To take part and assist in working group for IPA project in the field of migration;
- 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, Political Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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, Political Science or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 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: **Advisor to Kosovo Police Inspectorate (PIK) – EK 20179**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

The Advisor to Kosovo Police Inspectorate (PIK) 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), 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 monitor PIK/KP cooperation, particularly in regard to key investigations and feedbacks to PIK inspections and recommendation, including the work of the Professional Standard Unit within the KP;
- 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 assist the senior management of PIK to create a decentralized office in the regions with special focus on the North of Kosovo;
- 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 on Internal Matters.

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.

OR

- Equivalent Police Academy education and 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: 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: **Legal Expert – EK 20180**

Employment Regime: **Seconded**

Confirmed vacancies: 1 Pending vacancies: 0

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

1. Main tasks and responsibilities

- To contribute 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 support the Chief of Unit in coordinating the Mission's efforts in monitoring, mentoring and advising the drafting process of the relevant local legislation;
- 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 draft legislation, participate in legislative working groups on behalf of the Mission and prepare legal opinions, including on applicable international and European legal standards and EU best practices;
- To assist and support AUIM Advisors in order to include their relevant comments, remarks and recommendations in the legal framework based on the best European practices.
- To maintain contacts with Kosovo law making bodies, including judiciary in order to be aware of new developments in legislative and law implementation area;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate, on the appropriate level, with other international stakeholders;
- To undertake any other related tasks as required 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 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

- Legal experience in a European legal system or International Organization in the field of internal affairs, police, migration and civil registry or any other relevant related field;
- Excellent legislation drafting skills.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of 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 the area of international legal cooperation.

Title: **Kosovo Prosecutorial Council Advisor– EK 20185**

Employment regime: **Seconded**

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;

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: **Anti-corruption Advisor (Advisory Unit on Justice Matters) – EK 20186**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Anti-corruption 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 Office of the Disciplinary Counsel (ODC), as well as civil servants working with the other accountability mechanisms related to the Kosovo judiciary and prosecutorial service;
- 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 ODC with regard to the best fulfilment of its legal tasks and competencies, i.e. ensuring the proper investigation of alleged misconduct of judges, lay judges and prosecutors, including presenting the evidence in the hearings in front of the relevant Disciplinary Committee;
- To support and advance ODC activities in all the activities as prescribed in law;
- To assess ODC process for compliance with standards for disciplinary actions against judges and prosecutors and in case of non-compliance, to report without delay to the Chief of Unit including recommendations on how to address the situation;
- To coordinate closely with the Kosovo Judicial Council and Kosovo Prosecutorial Council Advisors, the Mobile team and with other relevant organizational units, as well as with the EULEX judges and prosecutors;
- To monitor and analyse quality of investigations and acts, the consistency of sanctioning policy of the Disciplinary Committees and the effects of the imposed disciplinary measures;
- To monitor the process of fulfilment of obligations of judges, prosecutors, members and senior public officials in KJC and KPC foreseen in the Law on declaration, origin and control of the property of senior public officials and declaration, origin and control of gifts and the Law on preventing conflict of interests in exercising public function;
- 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 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, Public Administration, Political Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least two (2) years of professional experience in the field of disciplinary actions against judges and prosecutors or equivalent;
- Experience in an international advisory function to local institutions on judiciary 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;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Experience working as a judge or prosecutor will be an asset.
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP mission;
- Knowledge of Albanian and/or Serbian language.

Title: **Chief Advisory Unit on Border Matters – EK 20190**

Employment regime: **Seconded**

Confirmed vacancies: 0 Pending vacancies: 1

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

1. Main tasks and responsibilities:

- To act as direct counterpart and main day-to-day advisor to the Heads of Kosovo Customs or Police Authorities and recommend correction/intervention as appropriate;
- To operationalize the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To manage, prioritize and direct the work of organisational units within the Advisory Unit on Border Matters 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 advise on the introduction of simplified procedures and effective risk analysis selectivity profiling and targeting systems and the application of one stop controls, coordinated/joint border controls, effective exchange of information and cross border cooperation/operations;
- To ensure full implementation on number of activities derived from the IBM Technical Protocol and IBM Action Plan;
- To ensure compliance with instructions by the Mission management within the Unit and to issue clear instructions on the operational level to the Unit;
- To guide the Unit's work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA);
- To this end, to drive proactively the implementation of the Mission's MIP in his/her unit and to report accurately on progress and lack of progress through established procedures, including:
 - To ensure the implementation of the Mission's policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc;
 - To contribute proactively to the Mission's established cross-cutting mechanisms for cross-division/department/units cooperation in the key areas of his/her authority;
- To manage the efficient use of the mobile team in assessing compliance of local institutions with advice given on the strategic level;
- To undertake any other related tasks as requested by the Head of the Strengthening Division.

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 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, 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 10 years of relevant and proven full-time professional experience;

OR

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

Specification of experience

- Professional experience with border, customs or immigration issues, including experience in a senior management position within a European Union Customs or Police Administration;
- A proven track record in relevant areas of Customs or Police including operational experience in Border Management and Monitoring, as well as law enforcement.

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.

Strengthening Division

Advisory Unit on Border Matters

Title: **Deputy Chief Advisory Unit on Border Matters – EK 20191**

Employment regime: **Seconded**

Confirmed vacancies: 0 Pending vacancies: 1

The Deputy Head of Advisory Unit on Border Matters reports to the Head of the Advisory Unit on Border Matters (AUBM).

1. Main tasks and responsibilities:

- To command, manage and coordinate the Advisory Unit on Border Matters, in the absence of the Head of Advisory Unit on Border Matters;
- To act as direct counterpart and main day-to-day advisor to the Heads of Kosovo Police and Customs Authorities and recommend correction/intervention as appropriate;
- To operationalize the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To manage, prioritize and direct the work of organisational units within the Advisory Unit on Border Matters 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 ensure full implementation of activities derived from the IBM Technical Protocol and IBM Action Plan. To ensure compliance with instructions by the Mission management within the Unit and to issue clear instructions on the operational level to the Unit;
- To coordinate the overall operational activities of the Mobile Monitors of Advisory Unit on Border Matters;
- To guide the Unit's work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA);
- To this end, to drive proactively the implementation of the Mission's MIP in his/her department and to report accurately on progress and lack of progress through established procedures, including:
 - to ensure the implementation of the Mission's policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
 - To contribute proactively to the Mission's established cross-cutting mechanisms for cross-division/department/units cooperation in the key areas of his/her authority;
- To manage the efficient use of the mobile team in assessing compliance of local institutions with advice given on the strategic level;
- To identify training needs and provide training to staff members on MMA border issues;
- To undertake any other related tasks as requested by the Head of the Advisory Unit on Border Matters.

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 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 8 years of relevant and proven full-time professional experience;

OR

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

Specification of experience

- Professional experience with border, customs or immigration issues, including experience in a senior management position within a European Union Police or Customs Administration;
- A proven track record in relevant areas of Police or Customs including operational experience in Border Management and Monitoring, as well as law enforcement.

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.

The Customs Procedures and Post Clearance Audit Advisor reports to the Head of the Advisory Unit on Border Matters.

1. Main tasks and duties

- 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 procedures and post clearance audit duties;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of Customs Procedures, Post Clearance Audit (PCA) 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 monitor, mentor and advise the Legal and Revenue Operations Directorates of the Kosovo Customs (KC) on implementation of the Customs Procedures and Rules on Customs Duties in accordance with the Kosovo Customs and Excise Code (compliant with EU Community Customs Code) and on developing and interpreting the rules and regulations concerning Valuation of Goods, Origin of Goods, Tariff Classification and Customs Debt, in line with the Mission mandate and priorities;
- To monitor, mentor and advise the KC in its aim to establish more favourable conditions for the Economic Operators in line with trade facilitation principles and in the practical implementation of the EU Customs standards, in accordance with the EU Blue Prints in the area of Customs Procedures and Rules on Customs Duties, in line with the Mission mandate and priorities;
- To monitor, mentor and advise the KC on the non-tariff measures and their implementation, and in particular those related to security and safety; application of sanitary, health, environmental and consumer protection measures in their trader facilitation procedures, in defining the trade control activities at the frontier / inland and to introduce a menu of service options to meet the needs of different types of trader (e.g. Inward Processing Relief (IPR), Temporary Imports, Period Entry);
- To liaise with and advise Senior and Middle Management of KC in the areas with responsibility for PCA.;
- To re-evaluate the direction and scope of the PCA Department following the introduction of ASYCUDA World, taking into consideration the capacities and needs of all key stakeholders and EU best practice;
- To monitor, mentor and assist the KC in the preparation of annual PCA Action Plans clearly outlining Objectives, Expected Outcomes, Potential Risks and Methods Employed;
- To support the operations at the Crossing Points 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 coordinate, as appropriate, with other relevant organisational units;
- To undertake any other tasks requested by the Head of the Advisory Unit on Border Matters

2. Qualifications and experience

Essential

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

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

Specification of experience:

- At least ten (10) years of experience in a Customs Administration or a related service dealing with Customs issues of an EU Member State of which at least five (5) years of experience in the area of Customs Procedures and/or Rules on Customs Duties and/or Trade Facilitation,
- In depth knowledge of the EU Customs legislation,
- Extensive experience with, and knowledge of, Community Customs Code (Modernized Customs Code) and other relevant EU regulations, EU practice as well as international standards (WCO and WTO)
- Excellent interpersonal and communication skills, both written and oral;

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- 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;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of Albanian and/or Serbian language.

The Anti-Smuggling and Risk Assessment Advisor reports to the Head of the Advisory Unit on Border 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) with regard to anti-smuggling and risk assessment activities;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of anti-smuggling and risk assessment 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 monitor, mentor and advise the relevant Kosovo Customs Directorates on the strategic and operational management and development of the enforcement function consisting of anti-smuggling, risk assessment, risk profiling and internal excise remits in line with the Mission mandate and priorities;
- To monitor, mentor and advise Kosovo Customs on managerial control regimes and on the enforcement element of the Customs Service Annual Operational Management Plan in relation to anti-smuggling and risk areas, in line with the Mission mandate and priorities;
- To monitor the high revenue risk control regime in relation to anti-smuggling, risk assessment, risk profiling and internal excise remits, in line with the Mission mandate and priorities;
- To monitor, 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, in line with the Mission mandate and priorities;
- To monitor and advise the Ministry of Finance and Economy fiscal policy decision-making process from the enforcement perspective in relation to anti-smuggling and risk areas through Kosovo Customs Directorates and/or the Head of the Advisory Unit on Border Matters, in line with the Mission mandate and priorities;
- To assist in developing customs liaison with enforcement counterparts in other customs services in relation to anti-smuggling, risk assessment, risk profiling and internal excise remits in line with the Mission mandate and priorities;
- To support the operations at the Crossing Points as required;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate, as appropriate, with other relevant organisational units;
- To undertake any other related tasks as requested by the Head of the Advisory Unit on Border Matters.

2. Qualifications and experience:

Essential

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

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

Specification of experience

- Minimum Indicative rank of Senior Officer or equivalent;
- At least five (5) years of professional experience in a middle/higher management position in a European Union customs administration and ten (10) years of overall professional experience;
- Extensive knowledge and proven experience in the field of customs Law Enforcement, mainly in the fields of Anti-Smuggling, Risk Assessment and Risk Profiling;
- Excellent interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of 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;
- 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;
- Driving licence of Category C;
- Knowledge of Albanian and/or Serbian language.

The Customs Investigations Advisor reports to the Head of the Advisory Unit on Border 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) 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 relevant Kosovo Customs senior management involved 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 collection and dissemination 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 Advisory Unit on Border Management 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 Advisory Unit on Border Management
- To assist in developing customs liaison with Enforcement counterparts in other Customs services in relation to intelligence and investigation;
- To represent the Advisory Unit on Border Management in other EULEX units involved in intelligence collection and dissemination;
- To represent the Advisory Unit on Border Management on all customs related intelligence related matters with other international organizations including KFOR that can assist the Head of the Advisory Unit on Border Management
- 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 support the operations at the Crossing Points 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 related tasks as requested by the Head of the Advisory Unit on Border Matters.

3. 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/training 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 Head of Department of IBM reports to the Head of the Advisory unit on Border 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);
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of Border and customs 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 guide and assist the KP Head of IBM Department of Border Police in all operational matters such internal/international cooperation and collaboration with all relevant partners and law enforcement agencies;
- To guide and assist the KP Head of IBM Department in supervising the IBM and Operation Centre by random checks;
- To assist in the further development and enhanced implementation of effective risk analysis, selectivity, profiling and targeting systems, at all border crossing points (BCPs); the application of the 'One-Stop' controls; coordinated/joint border patrols; effective exchange of information; and cross-border cooperation/operations;
- To guide and assist in developing border/customs liaison with border control counterparts in other neighbouring Border services in relation to IBM;
- To assist Kosovo Border Police within the 'Dialogue Technical Protocol for Implementation of the IBM Agreed Conclusions' for six Kosovo/Serbia Co-located Crossing Points;
- To coordinate, as appropriate, with other relevant organisational units;
- To liaise with representatives of other relevant international agencies, including KFOR, on all border control related issues;
- To support the operations at the Crossing Points 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 required by the Head or Deputy Head of the Advisory Unit on Border Matters.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education a minimum of 10 years of relevant and proven full-time professional experience.

OR

- Equivalent Police education and at least 10 years of relevant and proven full-time professional experience.

Specification of experience

- Minimum of 5 years of relevant and proven full-time in Integrated Border Management and related issues 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.

The Border Police Advisor to Investigation Intelligence reports to the Head of Advisory Unit on Border 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)
- 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 and on related activities;
- To monitor, mentor and advise that intelligence information is properly handled, disseminated, stored and contributes to the effectiveness of Kosovo Border Police law enforcement efforts.
- To advise and report to the Head of the Advisory Unit on Border Matters on any Law Enforcement strategic and operational activities related to Intelligence and Investigation; recommend correction/intervention when assessed needed.
- To monitor the cooperation of the KP Investigation Unit with public prosecutors and other investigation and intelligence units;
- To represent the AUBM on all Border Police related intelligence related matters with other international organizations including KFOR that can assist the Head and Deputy Head of AUBM;
- To support the operations at the Crossing Points if needed.
- To undertake any other related tasks as requested by the Head or the Deputy Head of Advisory Unit on Border Matters.

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 Advisor to the Directorate for Migration and Foreigners - EK 20199**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor to the Directorate for Migration and Foreigners reports to the Head of the Advisory Unit on Border 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);
- To assist the Head of KBP Directorate for Migration and Foreigners in the implementation of Kosovo Visa Regime and procedures to issue Visas at BCPs.
- To monitor KBP in the implementation of Laws and Strategies relating to migration in line with applicable Laws and EU standards;
- To guide and advise KP Officers in charge of the evaluation of immigration requests (application for permission to enter and stay in Kosovo);
- To assist in evaluating requests from third countries on repatriation of people from Kosovo;
- To monitor and advise on deportation procedures of Kosovo citizens;
- To monitor and advise on the observance of human rights standards of INADS;
- For exceptional reasons and for a limited period of time, to support to support the operations at the Crossing Points 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 related tasks as required by the Head or the Deputy Head of Advisory Unit on Border Matters.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education a minimum of 10 years of relevant and proven full-time professional experience;
- OR
- Equivalent Police education and at least 10 years of relevant and proven full-time professional experience.

Specification of experience

- Minimum of 5 years of relevant and proven full-time Immigration experience;
- Experience in international law enforcement operations in the area of Border policing;
- 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;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Chief of Correctional Unit / Advisor to the Head of KCS – EK 20205**

Employment Regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief Correctional Unit reports to the Head of Strengthening Division.

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, CONOPS, OPLAN, and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To direct and supervise the work of the unit and to manage, prioritize and direct its work to ensure it delivers on the Mission's mandate and tasks as set out in planning documents, CONOPS, OPLAN, and the MIP and instructions issued by the Head of Strengthening Division;
- To direct and supervise all activities of the EULEX Correctional Unit;
- To monitor developments within the Kosovo penitentiary system;
- To advise senior management of the Kosovo Correctional Service on strategic issues;
- To organise systematisation and distribution of the information to be collected by the staff of the Correctional Unit on the Kosovo penitentiary system;
- To inform and advise the Head of Strengthening Division on penitentiary issues;
- To serve as line manager for EULEX correctional staff;
- To undertake any other related tasks as requested by the Head of Strengthening Division.

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;

OR

- 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 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 Correctional service education and at least eleven (11) years of relevant and proven full-time professional experience..

Specification of experience

- At least five (5) years of experience at senior management level;
- At least five (5) years of experience in a leading position in the penitentiary field as a prison director, director in prison administration or comparable background.

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;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Experience in penitentiary systems in transitional or post-conflict situations.

The Professional Standards Unit Officer reports to the Head of Police Strengthening Department.

1. Main tasks and responsibilities

- To contribute, on the strategic 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 senior staff of Kosovo Police Directorate of Professional Standards;
- To liaise on a regular basis, with the Police Inspectorate of Kosovo (PIK) Advisors in the Strengthening Division;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to disciplinary offences;
- To advise senior KP staff on measures required to act in concordance with the aims and objectives of the Mission Implementation Plan (MIP);
- To advise senior KP staff on the required commitment to the Mission Implementation Plan (MIP), ensuring that it is properly managed and resourced within KP, and that the relevant KP staff act in full compliance with agreed policies and procedures;
- To advise, mentor and monitor the KP staff in relation to reduce disciplinary offences within the KP, and to provide guidance with complex and diverse enquiries;
- To provide assistance and support to the KP/PSU in developing professional working skills;
- To produce precise written reports concerning the progression of investigations and the development of local staff and to make relevant recommendations for further development;
- To liaise with relevant national and international organisations to review current policies and operating principles;
- To ensure that all current policies and directives are communicated to the relevant international staff under his/her supervision;
- To manage the KP/PSU investigators to achieve short, medium and long term objectives, develop associated plans, and monitor and evaluate performance to ensure that KP organisational objectives are achieved;
- To undertake any other related tasks as requested by the Head of Police Strengthening Department.

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 field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least nine (9) 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 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 ten (10) years of relevant and proven full-time police experience;

OR

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

Specification of experience

- Indicative rank: Captain, Chief-Inspector or above;
- At least two (2) years of experience as supervisor/manager of a unit or team within the required field of specialisation;
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach;
- Supervisory experience of major case handling.

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 Albanian and/or Serbian language.

The Advisor to Deputy Director General Operations reports to the Head of Police Strengthening Department.

2. Main tasks and responsibilities

- To act as direct counterpart to the Kosovo Police Deputy Director General of Operation;
- To act as the Head of the Police Strengthening Department as needed;
- To contribute, on the strategic 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 senior management 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 relation to general policing issues in line with Mission mandate/MIP and priorities;
- To provide technical and constructive operational and strategic advice, and to support, mentor and monitor KP leadership in relation to initiating pro-active and re-active approach in the field of general policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities;
- To act as the representative of the Head of the Strengthening Department for contacts with senior government officials of the Ministry of Interior, police officials and other officials dealing with police issues, and articulate the Mission policy on police matters to above mentioned officials within his area of responsibility as needed;
- To assist in leading the process in the formation and coordination of the strategic policy of the Department;
- To assist to formulate and coordinate the Department's cooperation with other Mission Divisions/Departments as well as with international and local counterparts;
- To assist and advise the Head of the Police Strengthening Department on all issues with reference to his field of responsibility;
- To represent the Police Strengthening Department internally and externally, as needed;
- To undertake any other related tasks as requested by the Head of Police Strengthening Department.

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 field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional police experience.

Specification of experience

- Indicative rank: Colonel, Chief Superintendent or equivalent;
- At least eight (8) years of experience at a strategic command level with broad professional experience in all aspects of Police management, including operations;
- Excellent negotiation and problem-solving skills;
- Very good personal and communications skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of 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;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

The Advisor to Department for Operations (Specialised Units and Public Safety) reports to the Advisor to the Deputy Director General of Operations.

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 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 relation to general policing issues in line with Mission mandate and priorities;
- To provide technical, tactical and constructive advice, and to support, mentor and monitor KP leadership in relation to initiating pro-active and re-active approach in the field of general policing within Kosovo and to provide guidance with complex and diverse enquiries in line the Mission mandate and priorities;
- To assist the KP Head of Specialised Units Division in key areas such as finance, human resources, operations, coordination/support to police functions involving the Specialised Units in line with Mission Implementation Plan (MIP);
- To assist Head of KP Public Safety and Road Traffic Divisions in developing internal professional working relationships and coordination 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 Deputy Director General of Operations.

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 field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree, at least 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 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience at the command level within the required field of specialisation;
- Indicative rank: LTC, Superintendent or equivalent;
- 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 practices;
- 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 Albanian and/or Serbian language.

Title: **Mobile Advisor – EK 20223**

Employment regime: **Seconded**

Confirmed Vacancies: 13 Pending Vacancies: 1

The Mobile Advisor reports to the Advisor to Deputy Director General Operations.

1. Main tasks and responsibilities

- To work as a Mobile Advisor travelling within the area of operations to advise on or review current Kosovo Police (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 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 KP 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 to the Mission programme and directives as it relates to the Mission Implementation Plan (MIP);
- Other duties as assigned to include providing intensive 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 degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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 degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least six (6) years of relevant and proven full-time police experience in a similar position;

OR

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

Specification of experience

- Indicative rank: Inspector, Chief Inspector or equivalent;
- Ability to perform under stress and in difficult circumstances.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge/experience in relevant policing areas (investigations, prevention, traffic, operations, administration);
- 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;
- Authorized to carry and issued a personal weapon;
- Very good knowledge and/or experience in strategic management;
- Very good interpersonal and communication skills, both written and oral;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

Title: **Chief Regional Advisor – EK 20228**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief Regional Advisor reports to the Head of Police Strengthening Division.

1. Main tasks and responsibilities

- To deliver the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Regional Commander;
- To operationalise – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To direct and supervise the work of the Regional Advisors and Station Advisors in the KP North Regional Directorate to ensure it delivers on the Mission’s mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of the Police Strengthening Department;
- 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 guide and advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation and 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 police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To liaise with relevant international stakeholders operating into the Region at the appropriate level;
- To coordinate and monitor the implementation of the programs and projects run in the region;
- To undertake any other related tasks as requested by the Head of Police Strengthening Department.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time police experience;

OR

- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional police experience.

Specification of experience

- At least five (5) years of experience at senior management level in command of a district or specialist department;
- Indicative rank: Major, Superintendent, Chief Inspector or equivalent;
- Knowledge of and experience in project management;
- Driving license of Category C;
- Staff member is expected to live in the North.
- Ability to perform under stress and in difficult circumstances.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of 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;
- Authorized to carry and issued a personal weapon;
- Knowledge of Serbian and/or Albanian language;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.

Title: **Regional Advisor to Deputy Regional Commander – EK 20229**

Employment regime: **Seconded**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Regional Advisor to Deputy Regional Commander reports to the Chief Regional Advisor.

1. Main tasks and responsibilities:

- To support the Chief Regional Advisor in the delivery of the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Deputy Regional Commander;
- To operationalise – 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 Regional Command 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 guide and advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation and in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the Regional Command level in the North regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To collect and collate 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 Chief Regional Advisor.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time police experience;
OR
- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional police experience.

Specification of experience

- Proven experience at a regional command level or equivalent within a policing organization;
- Indicative rank: Captain, Chief inspector or equivalent;
- 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;
- Ability to perform under stress and in difficult circumstances.

Personnel Security Clearance

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

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;
- Knowledge of Serbian and/or Albanian language;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.

Title: **Regional Advisor to KP Chief of Operations – EK 20230**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Regional Advisor to KP Chief of Operations reports to the Chief Regional Advisor.

1. Main tasks and responsibilities

- To support the Chief Regional Advisor in the delivery of the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Deputy Regional Commander;
- To operationalise – 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 Regional Command 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 guide and advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation and in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the Regional Command level in the North regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To collect and collate 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 Chief Regional Advisor.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time police experience;

OR

- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional police experience.

Specification of experience

- Proven experience at a regional command level or equivalent within a policing organization;
- Indicative rank: Captain, Chief inspector or equivalent;
- 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;
- Ability to perform under stress and in difficult circumstances;

Personnel Security Clearance

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

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;
- Knowledge of Serbian and/or Albanian language;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.

Title: **Regional Advisor to Head of Regional Traffic Unit – EK 20231**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Regional Advisor to the Head of Regional Traffic Unit reports to the Chief Regional Advisor.

1. Main tasks and responsibilities:

- To support the Chief Regional Advisor in the delivery of the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Deputy Regional Commander;
- To operationalise – 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 Regional Command 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 guide and advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation and in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the Regional Command level in the North regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To collect and collate 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 Chief Regional Advisor.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time police experience;
OR
- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional police experience.

Specification of experience

- Proven experience at a regional command level or equivalent within a policing organization;
- Indicative rank: Captain, Chief inspector, or equivalent;
- At least six (6) years of extensive operational police experience within Traffic Policing;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Staff member is expected to live in the North;
- Ability to perform under stress and in difficult circumstances.

Personnel Security Clearance

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

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;
- Knowledge of Serbian and/or Albanian language;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.

Title: **Regional Advisor to Head of Regional Investigation Unit – EK 20232**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Regional Advisor to Head of Regional Investigation Unit reports to the Chief Regional Advisor.

1. Main tasks and responsibilities:

- To support the Chief Regional Advisor in the delivery of the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Deputy Regional Commander;
- 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 Regional Command 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 guide and advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation and in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the Regional Command level in the North regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To collect and collate 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 Chief Regional Advisor.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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, Political Sciences, Business Administration, Programme Management, or other related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time police experience;
OR
- Equivalent Police/Military Academy education and at least eleven (11) years of relevant and proven full-time professional police experience.

Specification of experience

- Proven experience at a regional command level or equivalent within a policing organization;
- At least six (6) years of extensive operational police experience within the required field of specialisation;
- Indicative rank: Captain, Chief inspector, or equivalent;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Staff member is expected to live in the North;
- Ability to perform under stress and in difficult circumstances;

Personnel Security Clearance

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

Advantageous:

- Previous International policing experience;
- Experience in managing complex and serious investigations as a Senior Investigating Officer;
- 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 Serbian and/or Albanian language;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent.

Title: **Intensive Care Unit Nurse – EK 20256**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

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

1. Main tasks and responsibilities

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

2. Qualifications and experience

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, be a Qualified Registered Nurse with accredited Nursing Diploma Programme (preferably EU recognised), with a minimum of three (3) years of relevant and proven full-time professional experience.

Specification of experience

- Formal training and at least three (3) years of current experience in intensive care nursing;
- Sufficient Emergency Medical Skills.

Personnel Security clearance:

- No Personnel Security Clearance is needed.

Advantageous

- Experience in perioperative care;
- Advanced Emergency Medical Skills (ALS certificate) and PHTLS (Pre-Hospital Trauma Life Support) certificate recognized in the EU;
- Teaching experience and certificate as trainer (e.g. ALS);
- 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 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;
- Knowledge of Albanian and/or Serbian language.

Title: **Medical Nursing Coordinator - EK 20257**

Employment regime: **Seconded**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Medical Nursing Coordinator reports to the Chief of Medical Unit.

2. Main tasks and responsibilities

- To develop and implement systems and processes to deliver and monitor effective clinical care;
- To support the Chief of Medical Unit in the supervision and performance evaluation of Medical Unit staff;
- To update Chief of Medical Unit regularly on the status of projects and services;
- To lead and motivate the nursing staff to ensure a high standard of professionalism, efficiency and effectiveness in the delivery of the service;
- To ensure systems are in place for reviewing clinical and non-clinical events, ensuring that staff members are confident to report incidents;
- To advise and participate in the investigation of critical incidents and complaints concerning nursing issues. To advise on/take forward appropriate remedial action and ensure lessons are learnt and shared;
- To be responsible for the design and implementation of outreach programs for EULEX personnel;
- To be responsible for the development of logistical plans to support EULEX medical facilities and assets, and follow up on implementation;
- To participate in the drafting of regular and ad-hoc reports prepared by the Medical Unit;
- To assist Chief of Medical Unit in coordination of medical evacuations;
- To identify and plan clinics' material, supplies and equipment requirements and advise accordingly;
- To coordinate and perform First Aid Training as required;
- To be responsible for the clinic pharmacy; to act as an administrator of the pharmacy database, to ensure its integrity and report on stock status;
- To keep adequate statistics regarding the clinic and the pharmacy by setting up and continuously improving relevant systems;
- To be responsible for the adequate management of all medical/health records of EULEX personnel (both hard copy and electronic) as per the official EULEX procedures and instructions;
- To remain on call as required;
- To undertake any other related tasks as requested by the Chief of Medical Unit.

3. Qualifications and experience

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education; be a qualified Registered Nurse with accredited Nursing Diploma Programme (EU recognised) with at least eight (8) years proven full-time professional experience.

Specification of experience

- At least eight (8) years of experience in the application of nursing skills with three (3) years in a leading or coordinating role;
- Good knowledge and experience with medical facilities in an international setting required;
- Knowledge and hands-on experience in clinical nursing including emergency medicine services;
- Very good interpersonal and communication skills, both written and oral;
- Proficient computer skills in MS Office applications.

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 understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Psychologist – EK 20260**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 1

The Psychologist reports to the Chief of Medical Unit and on morale and welfare issues having an impact on the Mission operational efficiency directly to the Head of Mission.

1. Main tasks and responsibilities

- To conduct counselling, critical incident debriefing and defusing sessions for the EULEX Kosovo personnel;
- To conduct group debriefings;
- To advise and assist the Chief of Medical Unit on psychological issues;
- To advise and assist EULEX Senior Management with regards to appropriate action after critical incidents effecting EULEX personnel;
- To assist National Contingent Leaders/National Points of Contact in regards to appropriate action managing stress and other psychological disturbances of individuals and groups after critical incidents effecting personnel from the respective nation, if requested;
- To develop training workshops as needed for the Mission staff members (stress management, conflict resolution, communication, etc.);
- To undertake any other related tasks as requested by the Chief of Medical Unit or the Head of Mission.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Psychology, 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

- Master degree in Psychology (two (2) years with curriculum in clinical/counselling or occupational psychology) following BA in Psychology (three (3) years of general psychology studies) (EU recognized);
- Experience in working with CISM (critical incidents stress management);
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach under resource and time constraints;
- Proactive approach, ability to get things done;
- International experience in counselling.

Personnel Security Clearance:

- No Personnel Security Clearance is needed.

Advantageous

- Training in psychotherapy, additional courses/workshops' participation;
- 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: **Chief Human Resources Training and Development Unit – EK 20273**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

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

1. Main tasks and responsibilities

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

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Human Resources, Business Administration, Industrial/Organisational Psychology or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least seven (7) years of relevant and proven full-time professional experience.

Specification of experience

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

Personnel Security Clearance

- To be in a possession of 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;
- 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.

Title: **Training Officer – EK 20274**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Training Officer reports to the Chief Human Resources Training and Development Unit.

1. Main tasks and responsibilities:

- To support, inform, assist and advise the Chief of Human Resources Training and Development on all training, staff development and training related evaluation issues in line with Mission policies;
- To plan, organise and deliver training modules, produce training materials, report on training activities;
- To support the Chief Human Resources Training and Development Unit in assessing training and staff development needs throughout the Mission at all levels and in his/her role of a focal point in the Mission for organising training programmes;
- To develop, coordinate and implement effective induction and in-service training and staff development programmes for all personnel of the Mission;
- To develop and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance;
- To develop and implement tools for staff succession and continuation of business as part of the staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To monitor the performance of contractors in his/her area of responsibility;
- To undertake any other related tasks as requested by the Chief Human Resources Training and Development Unit.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Human Resources, 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:

- At least five (5) years of experience in a similar position.

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;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Close Protection Team Leader – EK 20324**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Close Protection Team Leader (SSD) reports to the Deputy Senior Mission Security Officer (DSMSO).

1. Main tasks and responsibilities:

- To manage the mission's close protection needs as regards the HoM, visiting VIPs or those of EULEX mission staff at risk, in line with established procedures;
- To be responsible for in-depth planning and execution of security operations within the CPT;
- To ensure Armed Close Protection to the HoM, visiting VIPs or those of EULEX mission staff at risk;
- To identify mission staff's personal security training needs and to ensure development and delivery of necessary training;
- To aid in the development of CPT policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out daily administration and operational planning for the CPT;
- To assist in the oversight of all CPT staff, providing instructions, support and assistance as required;
- To provide comprehensive procedural documents with respect to CPT activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To coordinate VIP visits with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organizations for an assessment of current and possible future threats;
- To undertake any other related tasks as requested by the DSMSO.

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, 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 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, after having obtained the university degree at least eleven (11) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police/Military Academy and at least eleven (11) years of relevant and proven full-time experience.

Specification of experience:

- At least five (5) years of close protection experience;
- Demonstrated ability in providing effective operational planning for a CPT;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Trained and certified in advanced close protection techniques (theory and practice);
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- 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;
- Staff member might be expected to live in the North.

Personnel Security Clearance

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

Advantageous

- 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;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Knowledge of Albanian and/or Serbian language.

Title: **Member of Human Rights Review Panel– EK 20340**

Employment regime: **Seconded**

Confirmed Vacancies: 0 Pending Vacancies: 1

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.

Title: Senior Legal Officer (Secretariat of the Human Rights Review Panel) – EK 20341 Employment regime: Seconded Confirmed Vacancies: 0 Pending Vacancies: 1

The Senior Legal Officer reports to the Chair of the Human Rights Review Panel.

1. Main tasks and responsibilities:

- To conduct legal research regarding international human rights law and human rights issues;
- To supervise the work of the Secretariat and its staff, under the overall direction and supervision of the HRRP;
- To receive and process complaints filed with the Secretariat of the HRRP;
- To advise the HRRP members on the applicable law and the international human rights instruments and principles relevant to complaints under review;
- To provide support to the HRRP during the review and deliberations of recommendations;
- To review, analyse and advise on all documents relevant to complaints;
- To draft requests for documents and information on complaints; draft legal opinions, reports; briefing notes and other legal documents;
- To draft findings and recommendations for the HRRP for submission to the EULEX Kosovo Head of Mission;
- To implement the HRRP outreach campaign;
- To liaison with international/local organizations and institutions;
- To undertake any other related tasks as required by the Chair of the Human Rights Review Panel.

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 10 years of relevant and proven full-time professional experience in similar position of which 5 are at the managerial level;

OR

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 11 years of relevant and proven full-time professional experience in similar position of which 6 are at the managerial level.

Specification of experience

- Law degree with a specialization in Human Rights, International Public Law or Administrative Law;
- Excellent knowledge of international and regional human rights instruments and institutional mandates such as the European 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;
- Experience in legal research and analysis paired with excellent legal drafting 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;
- 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 with the judiciary and/or law enforcement agencies from a human rights perspective;
- Experience in case work/processing and complaints handling;
- Experience as a manager of a team, preferably in a legal setting;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

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

1. Main tasks and responsibilities:

- To advise the Lead Prosecutor on relevant aspects related to the activities of the Task Force;
- To liaise with government officials and other relevant institutions at appropriate level, both local and international, regarding issues that concern the Task Force;
- To draft reports and analysis related to the activities of the Task Force and the implications for the different actors at European, international as well as regional level;
- To liaise and maintain close contacts with European and international organizations as well as third country representatives;
- To liaise with national and international NGOs and civil society operating within the field of Rule of Law;
- To liaise and support PPIO in dealing with the impact of the media on the Task Force and be able to assist in analysing the public impact of Mission effectiveness in this regard;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as required by the Lead Prosecutor (Special Investigative Task Force).

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Political Sciences, International Relations, Diplomacy, Social 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 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, Political Sciences, International Relations, Diplomacy, Social 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 eight (8) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of relevant experience in a similar position Familiarity with diplomatic protocol.

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;
- 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.

The Diplomatic Operations Officer – Special Investigative Task Force reports to Lead Prosecutor (Special Investigative Task Force).

1. Main tasks and responsibilities:

- To act as a point of contact for the Special Investigative Task Force on operational issues;
- To schedule appointments and meetings on relevant issues for the Task Force Lead Prosecutor;
- To ensure timely preparation of substantive materials for relevant meetings by the Task Force Lead Prosecutor;
- To provide editorial and substantive input to documents in coordination with the Liaison Officer and the Press and Information Officer where relevant;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as required by the Lead Prosecutor (Special Investigative Task Force).

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Political Sciences, International Relations, Diplomacy, Social 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 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, Political Sciences, International Relations, Diplomacy, Social 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 six (6) years of relevant and proven full-time professional experience.

Specification of experience

- Experience working with security agencies;
- Experience with public information management and with diplomatic contacts in relation to war crimes issues;

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