

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX I

**SECOND EXTRAORDINARY CALL FOR CONTRIBUTIONS 2014 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 (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 September 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 21001	Head of Planning Team	0	1	1	Sep-14
	EK 21002	Deputy Head of Planning Team/Senior Legal Expert	0	1	1	Sep-14
	EK 21003	Legal Officer	0	1	1	Sep-14
	EK 21004	Chambers Legal Expert	0	1	1	Oct-14
	EK 21005	Court Services Expert	0	1	1	Sep-14
	EK 21006	Archiving and Records Management Expert	0	1	1	Oct-14
	EK 21007	Translation and Interpretation Expert	0	1	1	Oct-14
	EK 21008	Detention Management Expert	0	1	1	Sep-14
	EK 21009	Witness Protection Expert	0	1	1	Sep-14
	EK 21010	Spokesperson	0	1	1	Oct-14

* International staff contracted by the Mission

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

EK 21011	Human Resources Expert	0	1	1	Sep-14
EK 21012	Finance Expert	0	1	1	Sep-14
EK 21013	Procurement Expert	0	1	1	Oct-14
EK 21014	Security Expert	0	1	1	Sep-14
EK 21015	IT Expert	0	1	1	Oct-14
EK 21016	Court Facilities Management Expert	0	1	1	Sep-14
EK 21017	Administrative Assistant	0	1	1	Sep-14
EK 21018	Recruitment Assistant	0	2	2	Oct-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.cfc@eeas.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 e-mail mentioned below:</p> <p>cpcc.cfc@eeas.europa.eu</p> <p>Only one application form per candidate will be accepted</p> <p>General aspects:</p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority. No further documentation besides the standard application form is necessary.</p>
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Information:	<p>Additional information can be obtained from the following contacts:</p> <p>For questions from national authorities:</p> <p style="margin-left: 40px;">CPCC Attn. Mr Frank Borchers or Mr. Joern Laursen Tel: +32 (0)2 584 ext. 6906 or 3289 cpcc.cfc@eeas.europa.eu</p> <p>For questions from individual applicants: cpcc.cfc@eeas.europa.eu</p>
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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 6 months and may be renewed if needed.

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.

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).

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.

Title: Head of Planning Team - EK 21001 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed Vacancies: 1 Pending Vacancies: 0
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Head of Planning will report to the Chief of Staff.

1. Main tasks and responsibilities

- To manage, oversee and co-ordinate the Planning Team;
- To work with main interlocutors on establishing or developing the legal framework in Kosovo, the EU and Host State as required;
- To oversee the budgeting for the implementation phase and first operational period as required;
- To manage and oversee needs assessments by the Planning Team;
- To develop a plan for the operationalization of all sections and functions needed for relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation (Implementation and Operationalization Plan);
- To oversee drafting and development of Rules of Procedure and Evidence, internal directives, policies, process and rules to ensuring a functioning structure for relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To manage and oversee the transitioning and operationalization of the relevant structures; and
- To undertake any other related tasks relevant to the establishment of relocated judicial proceedings for the SITF investigation.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in Law 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 Law and, after having obtained the university degree, at least thirteen (13) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of twelve (12) years' experience as a practicing lawyer or legal advisor in the fields of justice, rule of law, criminal or international law;
- Substantial managerial experience, preferably within the Registry of an international or hybrid criminal court or tribunal;
- Significant experience in applying legal expertise to analysing a diverse range of complex and unusual legal issues and problems, ideally in international criminal justice, and in developing innovative and creative solutions;
- Proven knowledge of the functioning of international criminal tribunals or courts and, in particular, the activities of the Registry;
- In-depth theoretical knowledge of criminal law (both substantive and procedural), including knowledge of international legal procedures and instruments;
- In-depth knowledge of EU structures and procedures, in particular in the area of CSDP;
- Project management experience with demonstrated delivery of complex, high worth, short deadline projects; and
- Demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds in a management role.

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:

- Previous experience setting up an international, hybrid or internationalised criminal court;
- Previous experience as a senior legal advisor in an international or hybrid criminal tribunal or court;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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; and
- Ability to perform under stress and in difficult circumstances.

Title: **Deputy Head of Planning Team/Senior Legal Expert - EK 21002**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed Vacancies: **1** Pending vacancies: **0**

The Deputy Head of Planning Team reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To assist and support the Head of Planning Team with the management, oversight and co-ordination of the Planning Team;
- To assist and support the Head of Planning Team in working with main interlocutors on establishing or developing the legal framework in Kosovo, the EU and Host State as required, to include overseeing any necessary legal drafting work;
- To assist and support the Head of Planning Team in developing a plan for the operationalization of all sections and functions needed for any trial and appellate proceedings arising from the SITF investigation (Implementation and Operationalization Plan);
- To develop and finalise the Rules of Evidence and Procedure (with Chambers Legal Expert);
- To oversee drafting and development of internal directives, policies, process and rules to ensuring a functioning structure for relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- To assist and support the Head of Planning Team in managing and overseeing the transitioning and operationalization of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To deputise for the Head of Planning Team in the latter's absence; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in Law 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 and, after having obtained the university degree, at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of ten (10) years' experience as a practising lawyer or legal advisor in the fields of justice, rule of law, criminal or international law;
- Managerial experience, preferably within the Registry or other organ of an international or hybrid criminal court or tribunal;
- Significant experience in applying legal expertise to analysing a diverse range of complex and unusual legal issues and problems, particularly in international criminal justice, and in developing innovative and creative solutions;
- Knowledge of EU structures and procedures, in particular in the area of CSDP;
- Proven knowledge of the functioning of international criminal courts or tribunals and, in particular, the activities of the Registry;
- In-depth theoretical knowledge of criminal law (both substantive and procedural), including knowledge of international legal procedures and instruments;

- Project management experience, preferably on complex, deadline-driven projects; and
- Demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from 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 or equivalent for Contributing Third States.

Advantageous:

- Experience setting up an international, hybrid or internationalised criminal court or tribunal;
- Previous experience as a senior legal advisor in an international or hybrid criminal tribunal or court;
- Experience in drafting law, regulations or internal justice procedures, policies or practice directions;
- 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; and
- Ability to perform under stress and in difficult circumstances.

<p>Title: Legal Officer- EK 21003 Employment regime: Seconded/Contracted Grading category for contracted personnel: Mission Support Staff - Management level Confirmed vacancies: 1 Pending vacancies: 0</p>

The Legal Officer reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To draft internal procedures, protocols and directions for internal Registry and Specialist Chambers matters as required;
- To prepare or work on draft Rules of Procedure and Evidence, if necessary, under the guidance of the Chambers Legal Expert;
- To prepare, in co-ordination with and under the guidance of the Chambers Legal Expert, draft Practice Directions on court procedures, including court filings, as may be required;
- To provide input and assistance, as necessary, to the Head and Deputy Head of Planning on developing and drafting other directives, policies, codes and procedures as necessary;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To provide input and assistance to the Court Services Expert on drafting the Directive on Court Management and Support Services including court filing procedures and on the design of the court filing system; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential:

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

Specification of experience:

- A minimum of 5 years' experience as a practising lawyer, legal or special advisor in the fields of justice, rule of law, criminal or international law;
- Proven knowledge of international criminal substantive, criminal procedural case law at international or hybrid criminal tribunals or courts;
- In-depth theoretical knowledge of criminal law (both substantive and procedural), including knowledge of international legal procedures and instruments;
- Demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds; and
- Very good interpersonal and communication skills, both written and oral, in English.

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:

- Previous experience as a legal advisor during the planning or start-up phase of a court;

- Previous experience drafting or amending Rules of Procedure or internal court administration or process documents;
- Previous experience as a legal/special advisor in an international or hybrid criminal tribunal or court;
- Experience in applying expertise to analysing a diverse range of complex and unusual legal issues and problems, and in developing innovative and creative solutions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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; and
- Ability to perform under stress and in difficult circumstances.

Title: Chambers Legal Expert - EK 21004 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed vacancies: 1 Pending vacancies: 0
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The Chambers Legal Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To input and assist in the finalisation of drafting Rules of Procedure and Evidence;
- To assess the needs of Chambers and designing the structure and operation of Chambers, in accordance with the applicable law and draft Rules of Procedure and Evidence, to incorporate a full time President's Office, the use of a roster of judges and a judges/case allocation system;
- To draft, or provide guidance on the drafting of, any necessary procedures, protocols and directions for internal Chambers matters;
- To provide input and assistance to the Head and Deputy Head of Planning Team on developing and drafting other directives, policies, codes and procedures as may be necessary to ensuring a functioning structure for relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- To provide input and assistance to the Court Services Expert on drafting the Directive on Court Management and Support Services, including court filing procedures, and on the design of the court filing system;
- To draft, or supervising the drafting, of any Draft Practice Direction required for the court procedures, including court filings;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To provide input and guidance from a Chamber's view point on planning and preparatory tasks as requested by the Head of Planning Team; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in Law 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 and, after having obtained the university degree, at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of ten (10) years' experience as a practising lawyer or legal advisor in the fields of justice, rule of law, criminal or international law;
- Substantial managerial experience required, preferably within the Chambers of a court, ideally in an international or hybrid criminal court or tribunal;
- Proven knowledge of the functioning of international criminal court or tribunals and, in particular, the activities of Chambers, international criminal substantive and procedural case law;
- In-depth theoretical knowledge of criminal law (both substantive and procedural), including knowledge of international legal procedures and instruments; and
- Demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from 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 or equivalent for Contributing Third States.

Advantageous:

- Previous experience setting up an international, hybrid or internationalised court;
- Previous experience as a *chef de cabinet* or senior legal advisor in an international or hybrid criminal tribunal or court;
- Significant experience in applying legal expertise to analysing a diverse range of complex and unusual legal issues and problems, and in developing innovative and creative solutions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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; and
- Ability to perform under stress and in difficult circumstances.

<p>Title: Court Services Expert - EK 21005 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed vacancies: 1 Pending vacancies: 0</p>
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The Court Services Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To undertake a preliminary assessment of needs in terms of courtroom space, time, systems and equipment, as well as court support systems and services;
- To assess courtroom space and time, and court services in circumstances where the court premises and services may be available for use at an existing international court;
- To design and develop courtroom operations, protocol and support under the guidance of the Head and Deputy of Planning Team, and in co-operation with the Chambers Legal Expert and the Court Facilities Management, Court Interpretation/Translation, Archiving and Records Management, Security and IT Experts;
- To identify any needs in terms of services, procurement or other actions required to get court and court support services operational in the timescale available (Needs Assessment Report);
- To working with the Finance and Procurement Experts to cost out any facility or service needs;
- To prepare a written action plan with tasks and timelines for operationalization of court services (Action Plan);
- To input further, as necessary, into the Implementation and Operationalization Plan;
- To design the court filing system, in close co-operation with the Archiving and Records Management and IT Experts;
- To develop and draft the Directive on Court Management and Support Services to enable the Registry to implement the decisions of Chambers and to include court filing procedures, in liaison with the Archiving and Records Management and IT Experts;
- To liaise with the Court Facilities Management, IT and Court Translation/Interpretation Experts in relation to the operationalization of the court and the e-court filing system;
- To co-ordinate any preparatory and organisational support tasks necessary for the conduct of courtroom hearings;
- To input and advise on all court services functions, including input on directives, policies, procedures, etc. which are necessary to ensure functioning structure for relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- To input on Information Sensitivity, Classification, Handling and Access policy;
- To input on design of repository for documents (court records aspect) in close co-operation with the Archiving and Records Management Expert;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To draft and prepare any necessary procurement paperwork necessary, in close co-operation with the Procurement, IT and Court Facilities Management Experts; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in Law 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 and, after having obtained the university degree, at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of ten (10) years' relevant experience, including management experience in court operations, administration of justice or in a judicial setting;
- Managerial experience, preferably within Court Services section of a Registry of an international, hybrid or national criminal court or tribunal;
- Experience in developing directives, policies, procedures and systems for court operations, including the conduct of hearings, court filings and trial support functions;
- Experience in applying legal expertise to analysing a diverse range of complex and unusual legal issues and problems, particularly in criminal justice or court administration, and in developing innovative and creative solutions;
- Excellent analytical, planning, organisational, drafting and IT skills; and
- Demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from 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 or equivalent for Contributing Third States.

Advantageous:

- Previous experience setting up a court service at an international, national, hybrid or internationalised criminal court or tribunal;
- Experience in court management at an international tribunal;
- Knowledge of courtroom proceedings in both a national legal jurisdiction and an international legal system;
- Experience in defence and legal aid related matters, and/or victim participation and support;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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; and
- Ability to perform under stress and in difficult circumstances.

Title: **Archiving and Records Management Expert - EK 21006**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: **1** Pending vacancies: **0**

The Archives and Record Management Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities:

- To assess the record-keeping and document management and security needs, in close co-operation with the IT and Security Experts;
- To identify any potential concerns regarding applicable document sensitivity, classification and handling regulations and policies, as well as existing Special Investigative Task Force systems, procedure and practice, and recommending necessary actions to preserve the confidentiality of documents and court records, including compatibility issues arising from EU regulations and policies;
- To make recommendations for the setting-up of records-keeping and document management systems, procedures and tools, including filing and storage of documents, classification and handling of documents, records retention policies, maintenance of databases, etc. distinguishing between administrative records (e.g. human resources, budget, finance, procurement, etc. under EU rules) and judicial records;
- With respect to the administrative records, to identify any potential concerns and recommend appropriate classification, handling or other measures to address them (e.g. permanent retention or destruction after a certain period without lifting confidentiality);
- With respect to the judicial records, to make recommendations as to the custody and handling of the judicial records, including all documents filed and admitted into evidence, and access thereto, including remote access through user-friendly electronic search tools;
- To liaise with the Witness Protection Security, Witness Protection and IT Experts, on matters involving information security and compatibility of systems;
- To make recommendations as to the physical preservation of the records, including appropriate archiving facilities meeting the highest industry standards;
- Assessing available facilities and their suitability, and designing a document repository, in close co-operation with the Court Services, Court Facilities Management and the IT Experts;
- To produce a written report containing his or her findings and recommendations (the Needs Assessment Report), together with an action plan to ensure readiness and sufficiency of the document handling, record keeping and management function in the timeframe available (Action Plan);
- To input on the court filing system, including e-court;
- To draft policies for the management of records and archives in accordance with established international record keeping and archival standards and practices, including provisions on document sensitivity, classification and handling policies to ensure information security, confidentiality of documentation and court records, maintenance of witness protection measures and any EUCI/ handling requirements;
- To draft, develop or contribute to the formulation of organisation-wide policies, objectives, guidelines and procedures for information management, record-keeping and archiving in keeping with technological developments and based on information security, needs, business process, workflow, technical architecture, information resources analysis and any legacy strategy;
- To draft and develop a compliance strategy to ensure record-keeping policies and standards will be maintained, including strict adherence to information security access and restrictions policies, as well as adherence to preservation, international legal description and database standards, ensuring registration, cataloguing, retention schedules, regular audits and steps to identify, eliminate and minimise creation of duplicates;
- To draft Information Sensitivity, Classification, Handling and Access policy, in close co-operation with the IT, Security and Court Services Experts;
- To draft and develop plans for disaster preparedness, response and recovery of archives and records;
- To input, as necessary, on the Implementation and Operationalization Plan;
- To input on the IT Information Security and Input Protocols;
- The selected staff member should be willing to be located either in Pristina or in Brussels

- To draft and prepare all necessary paperwork for procurement of any hardware, equipment or services needed for document management, storage and preservation, in close co-operation with the Procurement, Court Facilities Management, Court Services and Court Facilities Management Experts; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in archival or library science, history, information management or a related field 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 library science, history, information management or a related field and, after having obtained the university degree, at least eight (8) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of seven (7) years' progressively responsible professional experience in records management and/or archiving at a large public or private organisation;
- Managerial experience;
- In-depth knowledge of archiving and record-keeping principles and norms;
- Experience in developing policies and systems for the storage, classification and handling of documents, retention and disposition plans, as well as databases;
- Demonstrated knowledge and experience of working with strict information security regimes and secure archives;
- Excellent analytical, planning, organisational, drafting and IT skills; and
- Demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from 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 or equivalent for Contributing Third States.

Advantageous:

- Previous experience setting up an archiving and records management system for an international, hybrid or national criminal court or tribunal;
- Experience as an archivist or records manager at a national, hybrid or international court or tribunal;
- Experience managing digital records and archives;
- Project Management experience;
- Knowledge of EU document handling and confidentiality regulations and policies;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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; and
- Ability to perform under stress and in difficult circumstances.

Title: **Translation and Interpretation Expert - EK 21007**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed vacancies: **1** Pending vacancies: **0**

The Translation and Interpretation Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities:

- To assess the translation, interpretation and court reporting needs;
- To assess any facilities and services which might be made available through co-location with or through purchase of services from an existing international criminal court;
- To assess the language services market and the availability of services, personnel, etc. against those needs;
- To make recommendations on the setting-up of the translation and interpretation section and the optimal method of securing sufficient translation, interpretation and court reporting capacity in view of the specific needs of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- To make recommendations based on an assessment of the language services market as to how to secure the services of high-quality translators and interpreters at the lowest possible cost (e.g. recruit them as staff or freelancers, outsource some or all of the functions to an external agency, or a combination of these methods);
- To make recommendations as to any equipment, software or other electronic tools used in the industry to assist and/or optimise the translation and interpretation process;
- To make recommendations as to the facilities, such as courtroom interpretation booths, that the function requires on-site, based on best practices and lessons learned in other similar institutions;
- In close co-operation with the Court Services Expert, making recommendations as to the court reporting/recording function in light of the official and working languages;
- To produce a written report containing his or her findings and recommendations (Needs Assessment Report), together with an action plan to ensure the readiness and sufficiency of language and translation services in the timescales available (Action Plan);
- Based on those recommendations and the Head of Planning's guidance, to plan, design and draft rules and guidelines which structure the work of the Translation and Interpretation Unit and ensure the services of high-quality translators and interpreters at the lowest possible cost;
- To draft a Code of Ethics for Translators/Interpreters in line with international best practice and standards;
- To draft necessary policies, directives and/or procedures for Translation and Interpretation services at the court in line with the applicable law, draft Rules of Procedure and Evidence and other relevant internal rules and regulations;
- To input, as necessary, on the Implementation and Operationalization Plan;
- To drafting model freelance interpreter agreements, in liaison with the Procurement Expert;
- To draft any necessary procurement and confidentiality agreements for external translation services, in liaison with the Procurement Expert;
- To draft an agreement for LiveNote simultaneous transcription services, in liaison with the Procurement Expert;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To create a roster/identify suitable and skilled candidates for a roster of freelance interpreters; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in philology, linguistics or a related field 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 philology, linguistics or a related field and, after having obtained the university degree, at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of ten (10) years' progressively responsible professional experience in translation or conference interpretation at an international organisation;
- Managerial experience;
- Experience in recruiting and/or managing freelance interpreters and/or translators;
- Excellent analytical, planning, organisational, drafting and IT skills; and
- A demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from 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 or equivalent for Contributing Third States.

Advantageous:

- Experience in managing the translation and/or interpretation department(s) of an international judicial institution;
- A demonstrated track record of successfully managing large quantities of translation and interpretation work and increasing productivity;
- Broad knowledge of established practices and recent developments in interpretation services in international organisations;
- A thorough knowledge of the regulatory framework governing interpretation services in the EU context;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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; and
- Ability to perform under stress and in difficult circumstances.

Title: **Detention Management Expert - EK 21008**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed vacancies: **1** Pending vacancies: **0**

The Detention Management Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To assess the detention needs, including the space, services and facilities requirements;
- To inspect any detention facilities identified by the Host State and to participate in meetings with the relevant prison authorities;
- To evaluate the detention arrangements offered by the Host State against the needs assessment;
- To make recommendations as to the optimal detention conditions, including the detention facilities, services, and regime, in view of the anticipated number of accused and their profile, rights and cultural, religious and other needs, and the potentially long detention on remand of persons presumed innocent;
- To make preliminary recommendations in this regard prior to the final selection of the detention facility;
- To make recommendations on the basis of the needs assessment, as to the nature and level of assistance and co-operation required of the Host State and/or the Host Prison (if applicable) in ensuring the safety, security and well-being of the detainees, and providing the necessary detention-related services;
- To make recommendations about any necessary inspection/monitoring function required to meet international standards, such as an MoU with the ICRC;
- To produce a written report containing his or her findings and recommendations (Needs Assessment Report), together with an action plan to ensure the readiness and sufficiency of detention facilities in the timescale available (Action Plan);
- To input, as necessary, on the Implementation and Operationalisation Plan;
- To liaise as necessary with the Host State, prison authorities or other institutions in relation to operationalising the detention function for relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- Developing and finalising the Detention Rules, Complaints and Disciplinary Procedures under the guidance of Deputy Head of Planning Team;
- Developing and finalising a model agreement on the enforcement of sentences in third countries;
- Developing and finalising any MoU with the ICRC on the inspection and monitoring of the detention facilities;
- Drafting Post Operating Procedures and other internal detention protocols, as necessary;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- Preparing procurement paperwork for all necessary detention procurements including work, services and equipment, in close co-operation with the Procurement Expert; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in penology, management of prisons, social sciences, sociology, criminology, psychology, law or a related field 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 penology, management of prisons, social sciences, sociology, criminology, psychology, law or a related field and, after having obtained the university degree, at least eight (8) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of seven (7) years of progressively responsible experience in prison senior management at the national or international level in the area of custody and detention, including in a high risk/high security environment;
- In-depth knowledge of international prison standards, including the UN Standard Minimum Rules for the Treatment of Prisoners, and prison and remand regimes;
- In-depth knowledge and understanding of the interactions and co-operation between prison authorities and other law-enforcement organs and agencies;
- Demonstrated track record of successful co-operation with government officials and other agencies;
- Excellent analytical, planning, organisational, drafting and IT skills; and
- A demonstrated ability to work quickly and accurately in a pressurised, demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from 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 or equivalent for Contributing Third States.

Advantageous:

- Experience in detention management at an international criminal tribunal;
- Experience in drafting House Rules, Post Operating Procedures, regulations and policies;
- 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; and
- Ability to perform under stress and in difficult circumstances.

Title: **Witness Protection Expert - EK 21009**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed vacancies: **1** Pending vacancies: **0**

The Witness Protection Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To liaise with witness protection function at the Special Investigative Task Force as necessary and within the boundaries of security, confidentiality and independence;
- To assess existing witness protection capability;
- To make a preliminary assessment of the additional witness protection needs and responsibilities;
- To make specific recommendations as to the setting-up of the witness protection programme and its capacity. In particular, recommend viable solutions to the protection needs of different types of witnesses expected to appear before the Chambers, including in-court and out-of-court protective measures in accordance with the highest standards in the industry;
- To make recommendations as to the capacity, structure and functioning of the Witness Participation Unit, including methods to obtain, protect and organise highly confidential information, conduct risk assessments regarding victims and witnesses, manage individual cases, provide for the relocation of witnesses to third countries, etc.;
- To produce a written report containing his or her findings and recommendations (Needs Assessment Report), together with an action plan for implementing and operationalising a witness protection function within the timescale necessary (Action Plan);
- To liaise the Archiving and Records Management Expert, Security and IT experts, among others, on matters involving information security and compatibility of systems;
- To input, as necessary, on the Implementation and Operationalization Plan;
- To design a witness protection protocol, policies and processes for transportation to and from, and the appearance of witnesses at court, taking into account legal implications for the court and national legislation, as well as the potentially dangerous and politically sensitive aspects surrounding such appearances;
- To liaise with the Host State and other relevant countries, as requested by the Head of Planning Team, aimed at establishing working agreements, protocols and procedures with government departments, including the host country, diplomatic delegations and other high level institutions, non-governmental organisations to make arrangements on relocation, protection, transportation, safety, safe housing and other support for witnesses or as are necessary for the Witness Participation Unit;
- To draft and negotiate witness protection liaison and co-operation MoUs, as necessary;
- To establish a network of contacts with specialised agencies, and liaising with government and non-government organisations which assist on witness protection matters;
- To input on model agreement on re-location of witnesses;
- To liaise with the Host State on preliminary arrangements for safe housing;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- In close co-operation with the Procurement Expert, drafting and preparing any necessary procurement paperwork for equipment, services or other needs identified in the Needs Assessment Report and Action Plan; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in law, criminology, psychology, or a related field with focus on witness support and protection or a related field 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, criminology, psychology, or a related field with focus on witness support and protection or a related field and, after having obtained the university degree, at least eight (8) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police/Military Academy with duration of three (3) years or more and at least ten (10) years of relevant and proven full-time police experience.

Specification of experience:

- A minimum of seven (7) years of progressively responsible experience in witness protection in a national or international organisation, including in a high risk/high security environment;
- Proven management and supervisory experience in witness protection, including direct responsibility for determining levels of threat and implementing witness protection schemes which include identity change;
- Track record of successful implementation of witness protection measures;
- Track record of successful co-operation with national or international witness protection agencies and other relevant governmental structures;
- In-depth knowledge and understanding of the legal and practical aspects of victim and witness protection matters and key concepts, good practices for implementation of witness protection programmes, as well as the operational requirements of an effective witness protection programme;
- Experience working within a judicial framework;
- Excellent analytical, planning, organisational, drafting and IT skills; and
- A demonstrated ability to work effectively in a pressurised, demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from 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 or equivalent for Contributing Third States.

Advantageous:

- Previous experience with witness protection at an international criminal tribunal;
- Experience in setting-up witness protection programmes;
- Knowledge of the Balkans and/or experience working in that region;
- 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; and
- Ability to perform under stress and in difficult circumstances.

Title: **Spokesperson - EK 21010**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed vacancies: **1** Pending vacancies: **0**

The Spokesperson/Press and Outreach Expert reports to the Heading of Planning Team.

1. Main tasks and responsibilities

- To act as the Spokesperson for the Planning Team;
- To be the main focal point for all public relations in regards to the work of the Planning Team;
- To advise the Head of Planning Team on all communication matters;
- To draft and implement a communication strategy for the Planning Team;
- To draft and disseminate press releases, articles and other relevant materials;
- To liaise and co-ordinate with the Spokesperson of the Special Investigative Task Force, the Mission's PPIO, relevant EU EEAS services, in particular the CPCC and the geographical desk;
- To monitor, analyse and disseminate internally within the Planning Team media reporting on all matters pertaining to the Planning Team, Special Investigative Task Force and future proceedings or related institutions, and respond as necessary to any misleading or incorrect reporting in relation to the Planning Team;
- To formulate, develop, review and advance a communication strategy for the early operation of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To formulate and develop an effective outreach programme for relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation, appropriate to its location and the sensitive nature of the proceedings, including identifying key outreach targets, partners and organisations, an outreach action plan and estimated budget for the programme; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in International Relations, Communications, Media, Journalism, Public Relations, Diplomacy, Political Science, Law, or a related field 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 International Relations, Communications, Media, Journalism, Public Relations, Diplomacy, Political Science, Law or a related field and, after having obtained the university degree, at least eight (8) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of seven (7) years progressively responsible professional experience, in particular as a journalist, Spokesperson/Press Officer or in such areas as communications or public relations, including relevant experience in a fast-paced international environment;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the work of international criminal tribunals or hybrid courts;
- Thorough knowledge of, and practical experience in, the full range of communication approaches, tools and methodologies essential to planning and executing effective campaign strategies and programs strong communication research and analytical skills;

- Excellent interpersonal and communications skills, highly developed communication (spoken, written, public speaking and presentation) skills, including ability to present and defend difficult positions to a wide range of audiences; and
- Excellent analytical, planning, organisational, drafting (in English) and IT 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:

- Previous experience at an international criminal or hybrid court;
- Deep understanding of the political situation in Kosovo;
- Experience designing or managing an outreach programme for a court;
- Experience working in the Balkan region;
- Experience of diplomacy, negotiations and field work in international organisations;
- Ability to advise on and effectively manage high profile and sensitive communications challenges;
- Ability to conceive and implement communications strategies based on an assessment of different communications environments and changing strategic and operational goals;
- ability to assess political trends, public attitudes, local conditions and developments and ability to diplomatically handle sensitive situations with target audiences and to otherwise cultivate productive relationships;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis area with multi-national and international organisations, ideally in a Spokesperson position; and
- Ability to perform under stress and in difficult circumstances.

Title: Human Resources Expert - EK 21011 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed vacancies: 1 Pending vacancies: 0

The Human Resources Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To be responsible for the management and co-ordination of all Human Resources (HR) related issues for the Planning Team, including;
 - To liaise with the Human Resources Office (HRO) in Headquarters as necessary;
 - To be responsible for the implementation of HR policies in accordance with Standard Operating Procedures, providing advice and support to the Planning Team staff;
 - 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 maintain and update the personnel database as appropriate;
 - To administer leave entitlements of the Planning Team staff;
 - To ensure the proper management of the insurance portfolio for Planning Team staff;
 - To ensure the correct preparation and timely submission of the monthly payrolls for Planning Team staff;
 - To ensure the timely and correct administration of other financial entitlements of Planning Team staff, such as reimbursement of duty trips, temporary relocations, home travel, etc.;
 - To contribute to the timely reporting to the Mission management and the EEAS (CPCC) in the field of human resources administration;
- To provide advice to the Head of Planning Team on all HR issues arising from relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force's investigation, including;
 - To consider the application of EULEX HR rules and standard operating procedures in the context of operations in the Host State and the functions of the relocated proceedings;
 - To draft Staff Rules and Regulations, together with any other regulations, administrative instructions, protocols, policies or guidance necessary for the HR function for the relocated proceedings consistent with the EU legislation, rules and procedures which apply;
 - To develop a human resources management plan for the human resources function for the relocated proceedings;
 - To oversee and assist with all recruitment, transfers, assignments and other HR matters for the initial recruitment of key staff for the relocated proceedings, including participation as a member of selection panels as required;
 - The selected staff member should be willing to be located either in Pristina or in Brussels
 - To ensure the timely issuance and proper management of employment contracts for the initial recruitment of key court staff, including letters of appointment, contract extensions, redeployments, termination/ends of mission, and other relevant personnel administration related issues; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in business or public administration, human resources management or related field 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 business or public administration, human resources management or related field and, after having obtained the university degree, at least eight (8) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of seven (7) years of progressively responsible experience in human resources management, administrative services or a related area, ideally in an international context and/or with CSDP missions;
- At least five (5) years of management experience;
- Knowledge of EU rules and regulations, human resources policies, procedures and practices;
- Ability to develop and draft clear and well-articulated staff procedures, policies and guidance;
- Demonstrated ability to identify human resources and administration related issues, analyse and formulate opinions, make conclusions and recommendations on complex human resources policy and development issues;
- Demonstrated ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds;
- Excellent communication skills, both written and oral, in English;
- Excellent organisational and interpersonal skills; and
- Demonstrated ability to manage high volume recruitment processes.

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 human resources management at a national or international court;
- In-depth knowledge of EU staff rules and regulations, human resources policies, procedures and practices;
- 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; and
- Ability to perform under stress and in difficult circumstances.

Title: **Finance Expert - EK 21012**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed vacancies: **1** Pending vacancies: **0**

The Finance Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities

- In relation to the Planning Team:
 - To be responsible for the control of financial commitments of the Planning Team with regards to the availability of funds and respect of procurement thresholds;
 - To contribute to the preparation of the budget of the Planning Team;
 - To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks, etc.);
 - To be responsible for the monitoring of the internal financial authorisation process;
 - To be responsible for disbursements and payments of petty cash;
 - To maintain all the records related to finance for the Planning Team;
 - To ensure the integrity, accuracy, and timely submission of any required periodic or ad hoc internal and external financial reporting;
 - To prepare mission expense claims for the Planning Team staff;
 - To prepare payment orders for approval by the Head of Planning Team;
 - To file all finance related documents and prepare a monthly accounts folder;
 - To ensure observance of EULEX and Commission financial rules and procedures within the Planning Team; and
 - To support implementation of internal audits.
- In relation to the relocated international trial and appellate proceedings arising from the Special Investigative Task Force's investigation:-
 - To advise on the existing EU rules and policies regulating the budget and finance function and how to provide for the court functions effectively and efficiently within those structures and regulations;
 - To draft a basic package of policies, guidelines, procedures and systems for the Budget and Finance Section including accounting, payments, control for finance, book-keeping, pay-roll, claims, travel booking and claims procedures and other financial functions;
 - To identify the Finance and Budget section and system needs in terms of hardware, software and any external services required for its financial functions, and to specify technical requirements (Needs Assessment Report);
 - To draft an implementation plan to operationalise the Budget and Finance section (Action Plan); Preparing and participating, as appropriate, in the correspondent processes to procure any goods and services identified in the Needs Assessment and included in the Action Plan; and
 - To draft a budget for the start-up phase if necessary and for the first year of operation of the relocated internationalised court (compliant with EU formats and requirements).
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 Head of Planning Team.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in finance, economics, accounting or a related field 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 finance, economics, accounting or a related field and, after having obtained the university degree, at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of ten (10) years of progressively responsible experience in finance and budgetary management matters of an international organisation, preferably at an EU institution or CSDP mission, or an international or hybrid criminal court or tribunal;
- In-depth knowledge of EU financial rules and regulations, including the PRAG;
- Substantial knowledge of or experience in designing, soliciting or implementing funding instruments or financial mechanisms, financial and accounting systems, and financial controls for Justice or Rule of Law projects, missions or programs including confidential activities such as witness expense procedures, legal aid and confidential travel;
- A track-record of producing creative and pragmatic solutions to complex financial challenges, such as improving efficiency and developing/implementing cost saving measures, in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds;
- Substantial knowledge of financial planning or accounting software;
- Excellent communication skills, both written and oral, in English; and
- Excellent organisational and interpersonal 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:

- Experience in the financial aspects of the start-up phase of an international court / tribunal or another large international organisation;
- Extensive experience in or knowledge of funding mechanisms for international / hybrid courts and tribunals, or rule of law missions;
- Experience in or substantial knowledge of the implementation of EU budgetary and financial processes, regulations and/or reporting requirements;
- Experience in a CSDP mission;
- 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; and
- Ability to perform under stress and in difficult circumstances.

Title: **Procurement Expert - EK 21013**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed vacancies: **1** Pending vacancies: **0**

The Procurement Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To consider how the needs and functions of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation can be efficiently and effectively met within the procurement policies and procedures of EC legislation and regulations and make recommendations;
- To provide advice on procurement rules and timings as they affect the operationalization and running of the Planning Team, the implementation and operationalization phase and the running of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation and all associated functions;
- To develop, manage and co-ordinate the Planning Team's and the relocated court's procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To manage internal Planning Team procurement requirements and activities;
- To provide guidance and assistance to Planning Team members related to all procurement matters;
- To use legally established professional and transparent procurement policies and procedures in accordance with EC legislation and regulations;
- To develop professional relationships and working partnerships with the European Commission in the field of procurement for the Planning Team;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To develop, manage and co-ordinate any early procurement processes for the operationalization of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation; and
- To undertake any other related tasks as requested by the Head of the Planning Team.

2. **Qualifications and experience**

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in finance, law, public administration, business administration or a related field 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 finance, law, public administration, business administration or a related field and, after having obtained the university degree, at least eight (8) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of seven (7) years of progressively responsible experience in procurement, contract management, contract administration or logistics and supply chain management, preferably in a managerial role;
- Experience in financial management of tendering and procurement processes at the international level, preferably including EU procedures;
- In depth knowledge of EU financial rules and regulations, including the PRAG;
- Experience in planning and implementing projects and programmes;
- Ability to find creative and pragmatic solutions in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds;

- Ability to manage high-volume procurement processes;
- Excellent communication skills, both written and oral, in English; and
- Excellent organisational and interpersonal 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:

- Experience in a procurement management role at an international criminal tribunal or hybrid court;
- Experience in all phases of procurement in a high-volume procurement operation;
- Experience in a CSDP mission;
- 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; and
- Ability to perform under stress and in difficult circumstances.

Title: **Security Expert - EK 21014**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed vacancies: **1** Pending vacancies: **0**

The Security Expert reports to the Head of the Planning Team.

1. Main tasks and responsibilities:

- To undertake an initial assessment of the security needs of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation and the compatibility of the facilities made available by the Host State with these needs;
- To collaborate with the relevant law enforcement agencies of the Host State on developing a preliminary threat assessment of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation and associated staff;
- To liaise with the MSO Team Leader at the Special Investigative Task Force on all these assessments;
- To assume security responsibility and implement relevant procedures for the Planning Team Members in line with the Field Security Policy and the Field Security Handbook.
- On the basis of the threat assessment, make recommendations as to the nature and level of assistance and co-operation required of the Host State in securing the premises and operations, such as outer perimeter security, emergency response, transfer of accused to and from the airport, the detention facility, the courtroom, and external hospitals, etc.
- To consider how the EU security regime and regulations can accommodate the needs of a relocated internationalised court and its functions and to provide advice as to their application;
- To liaise and consult with the Detention Management Expert on the security needs for the detention facilities and escort/transportation between the court premises and the detention facilities;
- In light of these assessments and liaisons, to prepare written recommendations as to needs of the security regime (Needs Assessment Report);
- To draft a security implementation plan to include specific recommendations as to the enhancement of the security features of the premises and other security measures required to ensure the safety and security of the judges, staff, accused, witnesses and visitors based on standard operating procedures in such an environment (Action Plan);
- To input, as necessary, in relation to security issues on the Implementation and Operationalization Plan;
- To draft a Security Plan for the court and staff, including evacuation and emergency response;
- To draft a Security Plan for contractors, visitors and other non-staff on-site;
- To input on the Information Sensitivity, Classification, Handling and Access Policy;
- To input on the IT Security Plan;
- The selected staff member should be willing to be located either in Pristina or in Brussels

- To prepare procurement paperwork for all necessary security procurements including work, services and equipment, in close co-operation with the Procurement Expert; and
- To undertake any other related tasks as requested by the Head of the Planning.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in military or security fields, social/political science, emergencies management, criminology, law, public/business administration or a related field with focus on security 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 eight (8) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in military or security fields, social/political science, emergencies management, criminology, law, public/business administration or a related field with focus on security management, where the normal duration of university education in the country awarded is three (3) years, 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 an equivalent education with a Police, Military or Civilian Security academy or institution, and after having obtained that education at least eight (8) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of eight (8) years of progressively responsible experience in civilian security, police or military, preferably in a management/leadership position;;
- Knowledge of or experience in designing and/or implementing security plans for sensitive operations and VIP persons;
- Knowledge of the organisation and functioning of national police and security agencies;
- Demonstrated ability to innovate and develop security policies and procedures, tailored to meet specific needs;
- Excellent analytical, planning, organisational, drafting and IT skills; and
- Ability to work in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from 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 or equivalent for Contributing Third States.

Advantageous

- Experience as chief of security or in a security management role at an international or hybrid court or tribunal;
- Security management experience in the European Union, the United Nations or another international organisation;
- Experience in predictive analysis or security studies of threat factors, research and/or studies conducted in the fields of criminology, corporate security, crime statistics, armed conflict, terrorism, civil unrest or areas related to security at the international level;

- Experience in a high security/high risk environment;
- Experience working in the Balkan region;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of EU security policies and security organization:
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Successful completion of the EEAS Security Officers Certification Course (MSO);
- International experience, particularly in crisis areas with multi-national and international organisations; and
- Ability to perform under stress and in difficult circumstances.

<p>Title: IT Expert - EK 21015 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed vacancies: 1 Pending vacancies: 0</p>
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The IT Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To assist the Planning Team with its IT needs;
- To make a preliminary assessment of the IT needs of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation in terms of systems and equipment,
- To assess the Special Investigative Task Force's IT systems, hardware, software and equipment to ensure compatibility;
- To assess what is necessary/already available in the premises identified by the Host State/co-location facilities;
- To assess what is already available at Special Investigative Task Force or in any EU store which can be reasonably accessed, and what may be obtained through any EU Framework Contract;
- To identify how the IT needs can be met, including sources, timescales and procurement if necessary;
- To identify any early procurement of any major equipment, hardware and software which is necessary to meet the timescales available;
- To advise on the development of any systems that need to be in place prior to the commencement of the court's operations, e.g. the creation of networks providing common storage areas and sharing of electronic data with appropriate firewalls between the organs and within each organ as required, etc.
- To advise on the organisation of the IT function with a view to taking any early implementation measures as may be necessary to meet the implementation deadlines;
- To liaise with the Security, Witness Protection and Archiving and Records Management Experts on matters involving information security and compatibility of systems;
- To produce a written report containing his or her findings and recommendations (Needs Assessment Report together with an action plan to ensure the readiness and sufficiency of IT functions in the timescale available including any necessary early implementation tasks with dates and procurement deadlines (Action Plan);
- To input on the Archiving and Record Management Expert's assessment in terms of information security;
- To input, as necessary, on the Implementation and Operationalization Plan;
- To draft the Information Security Protocol in close co-operation with the Archiving and Records Management and Security Experts;
- To draft the IT Input Protocol;
- To draft the IT Confidentiality Rules;
- To draft the IT User Directive/Protocol;
- To input on Information Sensitivity, Classification, Handling and Access Policy;
- To input on the court filing system;
- To draft and prepare paperwork for procurement of IT equipment or services, in close co-operation with the Procurement Expert;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To plan, manage and oversee any necessary IT fit-out for temporary and long-term court, office and other premises; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in computer science, information systems, mathematics, statistics or related field 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 computer science, information systems, mathematics, statistics or related field, and after having obtained the university degree, at least eight (8) years of relevant and proven full-time professional experience;

Specification of experience:

- A minimum of seven (7) years of progressively responsible experience in the planning, development, or implementation of computer information systems or related area, preferably in a managerial role;
- Experience in defining, delivering, and supporting strategic plans for implementing information technologies;
- Good knowledge and/or experience in developing internal office IT management and communication systems, processes, and policies in a highly secure setting;
- Knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- Demonstrated ability to find creative and pragmatic solutions matching a client's specific needs with limited resources while respecting industry standards;
- Ability to work in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds; and
- Excellent organisational and interpersonal 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:

- Experience in the IT department of an international court or tribunal;
- Experience setting up or developing the IT system for an international organisation or court;
- Experience in a CSDP mission;
- 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; and
- Ability to perform under stress and in difficult circumstances.

Title: **Court Facilities Management Expert - EK 21016**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed vacancies: **1** Pending vacancies: **0**

The Court Facilities Management Expert reports to the Head of Planning Team.

1. Main tasks and responsibilities:

- To assess the needs of relocated internationalised trial and appellate proceedings arising from the Special Investigative Task Force investigation in terms of office, court and detention facilities;
- To assess the state of the facilities made available by the Host State;
- To assess the state of any facilities to be provided through co-location with an existing international court;
- To liaise with the Security Expert, Detention Management Expert, Archives and Records Management Expert and Court Services Expert as necessary to determine needs within their area of expertise;
- To make written recommendations on the suitability and any necessary repurposing/upgrading of facilities, including the construction of new installations and facilities, such as a courtroom. In addition to meeting the space and operational requirements of the court, the facilities need to provide a healthy and safe work environment for staff, accused, witnesses, and visitors, as well as adequate accessibility for disabled persons. (Needs Assessment);
- To prepare an action plan, in close co-operation with the relevant Host State authorities and the Planning Team, which shall include any repurposing/upgrading, construction or fit-out as may be necessary, proposals for any future alterations (*i.e.* alterations that can be delayed until after the court has started operating), as well as a maintenance strategy for the facilities and equipment in accordance with industry standards and safety regulations (Action Plan);
- To formulate any necessary scopes of work for repurposing/upgrading/construction or fit-out work;
- To input, as necessary, on the Implementation and Operationalization Plan;
- To draft any necessary procurement paperwork for those works, services or equipment for the fit-out and building operation, in close co-operation with the Procurement Expert;
- The selected staff member should be willing to be located either in Pristina or in Brussels
- To oversee some or all of the repurposing/upgrading, construction or fit-out activities of any temporary and longer term court, office, detention or other premises, in order to ensure their compliance with quality standards and other contractual parameters; and
- To undertake any other related tasks as requested by the Head of Planning Team.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by an advanced university degree (Master's level or the equivalent) in architecture, civil engineering, management or related field 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 architecture, civil engineering, management or related field and, after having obtained the university degree, at least eight (8) years of relevant and proven full-time professional experience.

Specification of experience:

- A minimum of seven (7) years of progressively responsible experience in construction, building management and maintenance or related field, preferably in a managerial role;
- Substantial experience in designing, remodelling and/or managing large business premises, preferably national or international court facilities;
- A proven track-record of successfully managing projects within time and budget constraints;
- A proven ability to find creative and pragmatic solutions in complex situations with limited resources;

- Excellent analytical, planning, organisational, drafting and IT skills; and
- Ability to work in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from 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 or equivalent for Contributing Third States.

Advantageous:

- Technical training in a related field (e.g. construction, building management, project management, etc.);
- Experience in the set-up of an international or national judicial institution;
- Knowledge of the functioning of the EU and/or CSDP missions;
- International experience, particularly with multi-national and international organisations; and
- Ability to perform under stress and in difficult circumstances.

Title: Administrative Assistant - EK 21017 Employment regime: Seconded/Contracted Grading category for contracted personnel: Mission Support - Assistant level Confirmed vacancies: 1 Pending vacancies: 0
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The Administrative Assistant reports to the Head of Planning Team.

1. Main tasks and responsibilities

- To performing administrative and secretarial duties, including the drafting of memos, letters, faxes and other requested documents;
- To assist the Head of Planning Team and the Planning Team with daily tasks;
- To set up and maintaining a proper filing system for all documents, as well as incoming and outgoing mail and electronic record-keeping;
- To ensure the proper handling of confidential documentation and related information;
- 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;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To organise meetings with and receiving officials, members of the diplomatic corps, international organisations, the judiciary and other relevant interlocutors, and to co-ordinate with their corresponding administrative assistants; and
- To undertake any other related tasks as requested by the Head of the Planning Team.

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:

- Previous experience working in an international environment;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access). Proficiency in text editing and lay-outing. Mastery of Word and Outlook is essential;
- Excellent drafting skills in English;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Very good interpersonal and communication skills, both written and oral and in English;
- Absolute discretion and trustworthiness;
- Ability to work accurately at speed, and remain calm under pressure, using time effectively and efficiently; and
- Ability to prioritise 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;
- Experience working in an international or hybrid court or tribunal;
- Ability to prepare and proof-read documents for the production of typed and printed texts;
- A good knowledge of diplomatic protocol;
- 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; and

- Knowledge and/or experience in strategic management and/or in public administration.

Title: **Recruitment Assistant - EK 21018**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Mission Support - Assistant level**
Confirmed vacancies: **2** Pending vacancies: **0**

The Recruitment Assistant reports to the Human Resources Expert.

1. Main tasks and responsibilities

- To assisting the Human Resources Expert with human resources tasks for the Planning Team;
- To assist throughout the recruitment process, including in arranging panels, interviews, selection and deployment of staff members;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To ensure proper registration of new staff for their benefits and entitlements; and
- To undertake any other related tasks as requested by the Human Resources Expert or the Head of Planning Team.

2. Qualifications and experience

Essential:

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

Specification of experience:

- A minimum of five (5) years of responsible professional experience recruitment, preferably in the context of an international organisation, in particular the EU or UN;
- Demonstrated ability to use computer technology;
- Excellent analytical, planning, organisational, drafting and IT skills;
- A demonstrated ability to work quickly and accurately in a pressurised, demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds; and
- Ability to maintain a professional demeanour including a strict adherence to rules and regulations as required including the Code of Ethics and Conduct.

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:

- Prior experience in recruitment for a domestic or international criminal court;
- Prior experience in recruitment for an EU CSDP mission;
- 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; and
- International experience, particularly in crisis areas with multi-national and international organisations.