

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX I

THIRD EXTRAORDINARY CALL FOR CONTRIBUTIONS 2014 FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO).

ADVERTISEMENT FOR SECONDED STAFF MEMBERS

Guidelines for Application and Basic Requirements

Organisation:	EULEX KOSOVO					
Job Location:	Western Balkans Region (Kosovo)					
Staff Regime:	Seconded by contributing States or Seconded by an EU Institution					
Job Titles/Vacancy Notice:	Please refer to the job descriptions					
Deadline for applications:	17 September 2014 (17h00 Brussels time)					
Job Titles/Vacancy Notice:	Seconded					
	<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 20077	Prosecutor	0	4	4	ASAP

How to apply:	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex II). It is essential that both the job title AND the corresponding reference number are clearly marked in the form. Only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex II to the following email only, and not any other addresses:</p> <p>Civilian Planning & Conduct Capability (CPCC) E-mail: cpcc-kosovoforgen@consilium.europa.eu</p> <p>General aspects:</p> <p>No further documentation besides the standard application form is necessary.</p>
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* Pending the approval of the planning documents or the tour of duty extension

Information:	<p>Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or from the following contacts:</p> <p>For questions from national authorities:</p> <p>EULEX KOSOVO Attn. Ms. Antigone Marana Tel: +32 (0)2 584 ext. 2630 Antigone.MARANA@ext.eeas.europa.eu</p>
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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 12 months.

The Civilian Planning and Conduct Capability, CPCC, requests that EULEX KOSOVO contributing States propose candidates for the following international staff position, according to the requirements and the profile 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.

* Canada, Norway, Switzerland, Turkey and United States of America

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission. In line with the Head of Mission’s intent to increase the footprint in the north and in addition to those advertised positions which explicitly state that the staff member should live in the north, other staff members subsequently deployed to the region after their arrival are expected to be ready to live in the north.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Contributing States.

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

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

Training – eHest : <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php> or equivalent. Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommended requirements

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

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

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

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

C. Essential documents for selected candidates

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

Visas –Contributing States and Mission members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, where required. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

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

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

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

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

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

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

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability (CPCC) encourages contributing States and European Institutions to take this into account when offering contributions.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the contributing State will bear any related costs.

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

Third Extraordinary Call for Contributions 2014 for EULEX KOSOVO

JOB DESCRIPTIONS

Executive Division

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

Title: **Prosecutor – EK 20077**

Employment regime: **Seconded**

Confirmed vacancies: **4** Pending Vacancies: **0**

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

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to the investigation and prosecution of cases falling within the Mission's executive mandate, in the Kosovo prosecution office to which they are assigned
- To build Kosovo capacities in his/her field of expertise through the cooperation with Kosovo counterparts, especially in mixed teams, and in the form of peer-to-peer cooperation by exchanging views and sharing best European practices, on an individual basis as well as with regards to all aspects of prosecutorial functions;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX Prosecutor).

2. Qualifications and experience:

Essential

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

Specification of experience

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

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

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