

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 3-2017 Extraordinary Call for Contributions</b>						
<b>Organisation:</b>	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
<b>Job Location:</b>	Western Balkans Region (Kosovo)					
<b>Employment Regime:</b>	Seconded, Seconded/Contracted					
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post</b>	<b>Pending</b>	<b>Confirmed Vacancies</b>	<b>Total Vacancies</b>	<b>Availability</b>
	<b><u>Seconded</u></b>					
	EK 30097	Legal Officer at the Supreme Court/ Appellate Court	0	1	1	ASAP
	EK 30099	Legal Officer at Mitrovica Basic Court Level	0	1	1	ASAP
	EK 30135	Chief of Organised Crime Investigation Unit	0	1	1	ASAP
	<b><u>Seconded/Contracted</u></b>					
	EK 30019	Internal Auditor	1	0	1	ASAP
	EK 30342	Legal Officer	0	1	1	ASAP
<b>Deadline for Applications:</b>	06 October 2017 at 17:00 hours (Brussels time)					
<b>E-mail addresses to send the Job Application Form to</b>	<p><b>For seconded candidates:</b> Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. <b>It is essential that both the job title AND the corresponding reference number are clearly marked in the form.</b> No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorised National Authorities will be considered as seconded. <b>National Authorities</b> nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</p>					

	<p style="text-align: center;"><b>Civilian Planning and Conduct Capability (CPCC)</b>  cpcc.eulexkosovo@eeas.europa.eu  or  <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a>  <b>(for seconded candidates by EU Member States only)</b></p> <p><b>For contracted candidates:</b>  Interested candidates, who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use exclusively the online application form, posted in  <p style="text-align: center;"><b><a href="https://internationalrecruitment.eulex-kosovo.eu">https://internationalrecruitment.eulex-kosovo.eu</a></b></p> <b>No applications using Annex 2 will be accepted.</b> Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt. Only one application form per candidate will be accepted.</p>
<b>Information:</b>	<p><b>General aspects:</b>  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. Additional information can be obtained from the EULEX KOSOVO website (<a href="http://www.eulex-kosovo.eu">http://www.eulex-kosovo.eu</a>) or from the following contacts:</p> <p>For questions from national authorities:</p> <p style="text-align: center;"><b>Ms Antigone MARANA</b>  cpcc.eulexkosovo@eeas.europa.eu  <b>Tel: +32 (0)2 584 2630</b></p> <p>For questions from individual applicants:</p> <p style="text-align: center;"><b>EULEX KOSOVO/Human Resources</b>  HumanResources@eulex-kosovo.eu  <b>Tel: +381 38 78 ext. 8878, ,8933, 8844</b></p>

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (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 the Council 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 the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of Duty Period** – Subject to the approval of the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander 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 an EU Member State or of a contributing third State<sup>1</sup>.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission; they 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; they shall carry out their duties and act in the interest of the Mission.

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

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – The candidates must be able 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 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** – The candidates must be 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.

**Language Skills<sup>2</sup>** – The candidates must be fully fluent<sup>2</sup> in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

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

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<sup>1</sup> Canada, Norway, Switzerland, Turkey and United States of America

<sup>2</sup> Common European Framework of References for Languages

**Training** – e-Hest<sup>3</sup> or equivalent.

**Education** – European Qualifications Framework (EQF)<sup>4</sup>.

**Driving Licence** – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle. Category C driving licence is desirable or as specified in the respective job description.

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** – The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

**Knowledge of the Mission Area** – The candidates should have good knowledge of the history, culture, social and political situation of the region as well as of the police, judiciary and governmental structures.

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission.

## **C. Essential Documents and Equipment for Selected Candidates**

**Passport** – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

**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. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

**Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

**Medical Certificate** – The selected candidates 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.

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<sup>3</sup> <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

<sup>4</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

#### **D. Additional Information on the Selection Process**

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

**Application Form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word format, and indicating which position(s) the candidate is applying for.

**Selection Process** – The most suitable candidates will be shortlisted 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 for interviews, the contributing State will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

**Information on the Outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion. The indicative period of the interviews is from 09 October 2017 until 16 October 2017.

#### **E. Data Protection**

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

#### **F. Job Descriptions**

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

<b>Position:</b> Legal Officer at the Supreme Court/ Appellate Court	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30097 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division/ EULEX KOSOVO Judges/Supreme Court/Appellate Court	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To analyse criminal and/or civil cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To draft and process court documents, decisions, responses to motions and complaints, orders, summons, correspondence, memoranda, reports and other documents as required;
- To prepare Supreme Court/Appellate Court sessions and hearings in criminal procedures, organise court recorders and interpreters, attend Supreme Court sessions and hearings, participate in deliberations;
- To handle original court files, ensure that case files are well-organised and multilingual at all times;
- To undertake any other related tasks as requested by the EULEX KOSOVO Supreme Court/Appellate Court Judges.

### 3. Mission Specific Tasks and Responsibilities

- To support EULEX KOSOVO Judges in their contribution to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Supreme Court/Appellate Court;
- To support EULEX KOSOVO Judges assigned to the Supreme Court/Appellate Court of Kosovo in legal remedy proceedings in criminal and/or civil cases;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law to EULEX KOSOVO Judges, based on thorough legal research;
- To liaise with different legal units and institutions, such as the Office of the Public Prosecutor, Detention Centres and Prisons, Police Operations, Escort Units, Penal Management, Kosovo Property Agency etc., contact point for parties.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in the field of Law; AND
- A minimum of 5 years of relevant professional experience out of which 4 years of professional experience in the field of criminal and/or civil law, after having fulfilled the educational requirements;
- Experience in drafting decisions in criminal or civil proceedings.

**5. Essential Knowledge, Skills and Abilities:**

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

**6. Desirable Qualifications and Experience**

- Knowledge of property and housing law;
- Experience with mass claims processes or property restitution;
- International experience, particularly in crisis areas with international organisations and in an international court.

**7. Desirable Knowledge, Skills and Abilities:**

*N/A*

<b>Position:</b> Legal Officer Mitrovica Court Level	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30099 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Executive Division/ EULEX KOSOVO Judges/ Mitrovica Court Level	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Legal Officer Mitrovica Court Level reports to EULEX KOSOVO Judges at the Mitrovica Court Level.

### 2. Main Tasks and Responsibilities:

- To analyse complex cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To coordinate and supervise other court support staff members, such as administrative assistants, court recorder and interpreters/translators;
- To undertake any other related tasks as requested by the EULEX KOSOVO Judges at the Mitrovica Court Level.

### 3. Mission Specific Tasks and Responsibilities:

- To support EULEX KOSOVO Judges in their contribution to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Mitrovica Court Level;
- To support EULEX KOSOVO Judges assigned at the Mitrovica Court Level in pre-trial, trial or appeal proceedings;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law concerning cases of serious crimes or civil law cases to EULEX KOSOVO Judges, based on thorough legal research;
- To assist the EULEX KOSOVO Judges with legal assessment and evaluation of evidence, review, analyse and advise on all court and investigation documents;
- To prepare or assist with the preparation of legal submissions, including legal opinions, briefs, memoranda, decisions, orders, verdicts and other legal documents, and if working with EULEX KOSOVO Judges in Criminal Law, to also assist with the preparation of summons, arrest warrants, motions, and responses to motions;
- To participate, advise and assist the EULEX KOSOVO Judges in hearings, trials and processing of evidence and documents submitted during the trial;
- To liaise on behalf of the EULEX KOSOVO Judge with (a) the Police, Prosecutors, their Legal Officers, Registry and Defence (Criminal Law) or (b) the Parties and Registry (Civil Law).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in the field of Law; AND



- A minimum of 5 years of relevant professional experience out of which 4 years of professional experience in the field of criminal and/or civil law, after having fulfilled the educational requirements;
- Experience in the field of drafting decisions in criminal and/or civil cases;
- Staff member is expected to live in the north.

**5. Essential Knowledge, Skills and Abilities:**

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

**6. Desirable Qualifications and Experience:**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- International experience, particularly in crisis areas with international organisations and in an international court.

**7. Desirable Knowledge, Skills and Abilities:**

*N/A*

<b>Position:</b> Chief of Organised Crime Investigation Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30135 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Executive Division / Executive Criminal Investigations Department/ Organised Crime Investigation Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To coordinate the activities within the area of serious and organised crime investigations and counter terrorism investigations;
- To represent the Unit in various Working Groups (WG), meetings and other events;
- To undertake any other related tasks as required by the Head of Executive Criminal Investigations Department.

### 3. Mission Specific Tasks and Responsibilities:

- To direct and supervise the work of the Organised Crime Investigations Unit;
- To perform tasks of the Head of Executive Criminal Investigations Department in his/her absence;
- To provide effective management of human, financial and physical resources of the Head of Executive Criminal Investigations Department (ECID) and oversee administrative activities;
- To respond to the operational requirements of the Head of Executive Criminal Investigations Department, and with other components of the ECID in ensuring the development, preparation, timely submission and coordination/monitoring of work plans, strategies and programmes for the activities of the (ECID);
- To provide clear and concise information to the Head of the Executive Criminal Investigations Department regarding Serious and Organised Crime and Counter Terrorism investigation results;
- To monitor the developments of the local legislation and to prepare inputs researches for the future amendments and/or establishing of the new required legislation to improve the work if the Head of Executive Criminal Investigations Department;
- To carry out other duties in support of the Head of Executive Criminal Investigations Department in order to consolidate (ECID)'s work with the Mission strategic plans and goals.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the following fields of expertise: Law Enforcement, Law, Police Science or other related fields OR equivalent and attested police or/and military education; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which at least 5 years at management level;
- At least 5 years of management experience in investigations posts;

- Authorised to carry and issued a personal weapon;
- Background in investigations, technical and operational support, experience in coordinating complex joint operations including different specialised units;
- Experience in cooperation and liaison with international law enforcement agencies;
- Substantial experience of commanding operational policing activity (including inter alia arrest and search operations);
- Indicative rank: Captain or equivalent.

**5. Essential Knowledge, Skills and Abilities:**

- Knowledge of applicable laws and regulations regarding Covert Measures and combating Organised Crime.

**6. Desirable Qualifications and Experience:**

- Experience in leading Organised Crime Investigations Units;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous experience of managing / investigating Counter Terrorism Investigations.

**7. Desirable Knowledge, Skills and Abilities:**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Internal Auditor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> EK 30019 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office/ Audit Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Internal Auditor reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To lead a small Audit Team in charge of planning and conducting financial, systems and performance audit controls;
- To develop a risk-based audit programme for validation by the Mission's management;
- To plan appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- To operate in accordance with relevant provisions, and with internationally established professional internal auditing standards;
- To prepare high quality and operational audit reports presenting the findings and recommendations;
- To obtain feedback from auditees on the conduct of the audit;
- To recommend corrective actions to the Mission's management as appropriate, and to follow up and review corrective actions taken by management;
- To provide advice and guidance to the Head of Mission and the Head of Mission Support Department in order to improve compliance with internal control standards;
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To ascertain the nature of a process, identify key control points and evaluates their efficiency and effectiveness;
- To identify and map risks;
- To design and establish risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To examine the reliability and integrity of information systems;
- To identify, manage and report the risk arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertakes any other related tasks as requested by the Head of Mission.

### 3. Mission Specific Tasks and Responsibilities:

- To establish a risk-based ex post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines;
- To assure effective management of the audit activities;

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Economics, Audit, Finance, or Accounting, or other relevant subject; AND
- A minimum of 5 years of relevant professional experience in Audit, Finance and/or Accounting, after having fulfilled the education requirements;
- A minimum of 1 year of experience in working with computerised financial systems in the area of accounting or financial management and with Audit management software.

#### **5. Essential Knowledge, Skills and Abilities:**

- Proven ability to produce high-quality audit reports including recommendations;
- Good knowledge of EC Financial Regulation and audit practices.

#### **6. Desirable Qualifications and Experience:**

- Experience in setting up an internal audit capability in a big and complex organisation.
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent is Desirable.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Good knowledge and/or experience in strategic management and/or public administration;
- Very good sense of organisation, priority-setting and ability to react quickly to new demands;
- Excellent analytical, research and problem-solving skills.

<b>Position:</b> Legal Officer (Secretariat of the Human Rights Review Panel)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> EK 30342 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Human Rights and Legal Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To conduct legal research regarding international human rights law and human rights issues;
- To research and advise the HRRP members on the applicable law and the international human rights instruments and principles relevant to complaints under review;
- To provide support to the HRRP during the review and deliberations of recommendations;
- To review, analyse and advise on all documents relevant to complaints under review;
- To draft legal opinions, reports, briefing notes and other legal documents;
- To draft findings and recommendations for the HRRP for submission to the Head of Mission;
- To undertake any other tasks as required by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 4. Essential and Qualifications Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; The qualification should be in the field of Law or Public Administration; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in working with the judiciary and/or law enforcement agencies from a human rights perspective.

### 5. Essential Knowledge, Skills and Abilities:

- Excellent knowledge of international and regional human rights instruments and institutional mandates such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Excellent analytical, research and legal drafting skills.

### 6. Desirable Qualifications and Experience:

- Experience in case work/processing and complaints handling.

### 7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the functioning of the EU.