

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>Call for Nominations for the Specialist Prosecutor</b>		
<b>Organisation:</b>	<b>Kosovo Specialist Prosecutor's Office</b>	
<b>Job Location:</b>	<b>The Hague, The Netherlands</b>	
<b>Employment Regime:</b>	<b>As indicated below</b>	
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post</b>
	Seconded / contracted – 4 years with a possibility for reappointment	
	SPO 501	Specialist Prosecutor
	<b>Availability</b>	ASAP
<b>Deadline for Applications:</b>	09 April 2018 at 17h00 (Brussels time)	
<b>E-mail Addresses to send the Job Application Form to:</b>	<b><u><a href="mailto:Hannelore.Valier@eulex-kosovo.eu">Hannelore.Valier@eulex-kosovo.eu</a></u></b>	
<b>Information:</b>	For more information relating to selection and recruitment, please contact <b><u><a href="mailto:Hannelore.Valier@eulex-kosovo.eu">Hannelore.Valier@eulex-kosovo.eu</a></u></b>	
<b>How to apply:</b>	Only applications supported by authorised National Authorities will be considered. Interested candidates who wish to apply for Specialist Prosecutor shall use the Annex 2 application form, and submit their application through their National Authority.  National Authorities supporting candidates are kindly requested to send the respective Annex 2 application forms and a supporting letter to the following email only, and not any other address:  <b><u><a href="mailto:Hannelore.Valier@eulex-kosovo.eu">Hannelore.Valier@eulex-kosovo.eu</a></u></b>	

EU Member States and EULEX KOSOVO third contributing States are asked to submit offers of suitable candidates for the position of the Specialist Prosecutor, according to the requirements and 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.

**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. 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 post or respective tasks and activities.

**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 multi-national, multi-disciplinary team.

**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 his or her judicial activities.

**Language Skills**<sup>2</sup> – The candidates must be fully fluent in written and spoken English. Technical judgement drafting 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.

**Education** – European Qualifications Framework (EQF)<sup>3</sup>.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

### **B. 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

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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](#)

<sup>3</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

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. The original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. Access to EUCI will be limited to RESTRICTED until the issuance of the national security clearance.

**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 personnel.

### **C. 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** – An independent Selection Panel will assess the applicant against the job qualifications and experience and select applicants for interview.

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

<b>Position Name:</b> Specialist Prosecutor	<b>Employment Regime:</b> Seconded	<b>Post Category for Contracted:</b> N/A
<b>Ref. Number:</b> SPO 501 Confirmed Vacancies: 1	<b>Location:</b> The Hague	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line

The Specialist Prosecutor is independent in the performance of his or her functions.

### Main Tasks and Responsibilities:

- To be accountable for all aspects of the SPO's work, for the support thereof, and for meeting all legal and other obligations, including the human rights obligations that apply to the work of the SPO;
- To provide strategic supervision and direction for the investigation and prosecution of cases under the mandate of the SPO;
- To supervise and provide overall strategic direction and management of all activities of the Specialist Prosecutor's Office (SPO) including compliance with applicable laws regulating the duties of the SPO, EU financial, administrative and security regulations and disciplinary measures against SPO staff;
- To supervise, maintain and manage all high-level relations with external parties, carry out high-level political and diplomatic engagements and correspondence, supervise all external communications, public information/press and media handling and outreach;
- To carry out the mandate of the SPO and all SPO operations and activities conducted in connection therewith;
- To ensure the safety and security of all SPO personnel, operations and activities, including operational and information security as they affect SPO operations and activities;
- To be the primary contact for all matters related to the SPO and to act and speak for the SPO in all matters related to and affecting the SPO;
- To act as Authorising Officer (financial) for SPO capital and running cost expenditure;
- To act as direct line manager or second line manager for all senior staff within SPO, including the Deputy Specialist Prosecutor, Administrative Coordinator, Investigations Coordinator, Senior Prosecutor, Senior Legal Adviser and Spokesperson;
- To act as senior supervising prosecutor for senior prosecutors and prosecutors in the SPO including the responsibility for compliance with professional standards and ethics;
- To delegate parts of these responsibilities and tasks to other staff as the Specialist Prosecutor deems appropriate and necessary;
- To undertake any other related tasks as required for the execution of the SPO's mandate.

### Qualifications and Experience:

#### Essential

Any eligible candidate shall be of high moral character and should possess the highest level of competence and experience in the conduct of investigations and prosecutions of criminal cases.

**Education and Experience**

- Successful completion of a full course of university studies of at least four (4) years, attested by a degree;

**OR**

- Having obtained educational qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree;

**OR**

- Having obtained educational qualification equivalent/referenced to level seven (7) in the European Qualifications Framework.

**AND**

- After having obtained the relevant degree/qualification, at least fifteen (15) years of relevant and proven full-time professional experience.

**Specification of Education and Experience**

- The above mentioned university degree must be in Law or any other qualifying degree or legal qualification;
- Prosecutor, Judge or attorney in good standing and qualified to practice law in a domestic jurisdiction;
- At least fifteen (15) years of experience as a full-time prosecutor, judge, defence attorney or other similar function in criminal proceedings;
- Significant experience in conducting complex investigations with a transnational character related to war crimes, organised crime or trafficking in human beings;
- Very good knowledge of and/or experience in international humanitarian law or international criminal law.

**Advantageous**

- Knowledge of the functioning of international criminal courts and tribunals and 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 conflict and immediate post-conflict areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.