

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 2-2017 Call for Contributions</b>						
<b>Organisation:</b>	<b>European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)</b>					
<b>Job Location:</b>	<b>Western Balkans Region (Kosovo)</b>					
<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 30036	Joint Operations Officer/Police	0	3	3	2 ASAP, 1 in Oct-2017
	EK 30037	Joint Operations Officer / Safety & Security Department	0	1	1	ASAP
	EK 30094	Judge in Special Chamber of the Supreme Court (privatisation matters)	1	0	1	Dec-2017
	EK 30099	Legal Officer at Mitrovica Basic Court Level	0	1	1	ASAP
	EK 30110	Deputy Head of Executive Division (Head of Executive Police)	1	0	1	Oct-2017
	EK 30111	Liaison/Coordination Officer - Training/Planning	0	1	1	ASAP
	EK 30120	Chief of EU Office for Criminal Intelligence	1	0	1	Jan-2018
	EK 30128	Regional Criminal Intelligence Officer	0	1	1	ASAP
EK 30135	Chief of Organised Crime Investigation Unit	0	1	1	Oct-2017	

	EK 30137	Organized Crime Investigation Officer	0	2	2	1 ASAP, 1 in Dec 2017
	EK 30138	War Crimes Investigation Officer	2	3	5	1 ASAP, 2 in Oct, 1 in Nov, 1 in Dec-2017
	EK 30179	Advisor to Kosovo Police Inspectorate (PIK)	0	1	1	Oct-2017
	EK 30183	Chief of Advisory Unit Justice Matters	0	1	1	ASAP
	EK 30187	Mobile Advisor	0	2	2	ASAP
	EK 30205	Chief of Correctional Unit/Advisor to the Head of Kosovo Correctional Service (KCS)	0	1	1	Oct-2017
	EK 30206	Correctional Advisor	0	1	1	ASAP
	EK 30224	Multifaceted Mobile Team Coordinator	0	1	1	Oct-2017
	EK 30226	Multifaceted Mobile Team Police Advisor	0	2	2	1 in Oct, 1 in Nov-2017
	EK 30229	Deputy Chief Regional Advisor North	0	1	1	Oct-2017
	EK 30324	Chief of Close Protection Unit	1	0	1	Jan-2018
	EK 30342	Legal Officer	0	1	1	ASAP
<b><u>Seconded/Contracted</u></b>						
	EK 30022	Verification Officer	0	1	1	ASAP
	EK 30123	EU Office for Criminal Intelligence Analyst	0	2	2	ASAP
	EK 30139	IT Forensics Officer	0	1	1	ASAP
	EK 30207	Correctional Mobile Monitor	0	1	1	ASAP
	EK 30258	International Doctor	1	0	1	Sep-2017
	EK 30326	Close Protection Operator	0	5	5	1 in Oct, 1 in Nov, 3 in Dec-2017
	EK 30329	Mission Security Officer	0	1	1	Nov-2017
	EK 30401	Legal/Administrative Officer ( temporary position) <sup>1</sup>	4	0	4	ASAP
<b>Deadline for Applications:</b>	31 July 2017 at 17:00 hours (Brussels time)					

<sup>1</sup> Pending the adoption of the revised Deployment Plan

<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> <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></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> <p style="text-align: center;"><a href="https://internationalrecruitment.eulex-kosovo.eu">https://internationalrecruitment.eulex-kosovo.eu</a></p> <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, 6846, 6337</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>2</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.

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<sup>2</sup> Canada, Norway, Switzerland, Turkey and United States of America

**Language Skills**<sup>3</sup> – The candidates must be fully fluent 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.

**Training** – e-Hest<sup>4</sup> or equivalent.

**Education** – European Qualifications Framework (EQF)<sup>5</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.

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<sup>3</sup> Common European Framework of References for Languages

<sup>4</sup> <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

<sup>5</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

**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.

#### **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 03 August 2017 until 25 August 2017.

#### **E. 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> Joint Operations Officer /Police	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30036 Confirmed Vacancies: 3 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 2 ASAP 1 in October 2017
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ EULEX KOSOVO Joint Operation Room	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Joint Operations Officer/Police reports to the Chief of Joint Operations Room, while coordinating closely with the Deputy Head of Executive Division (Head of Executive Police).

### 2. Main Tasks and Responsibilities:

- To act as Duty Police Commander on behalf of the Head of Executive Police during silent hours;
- To report without delay serious incidents in line with planning documents and to be responsible for the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff in line with the relevant SOPs;
- To oversee the continuous maintenance, execution and evaluation of protocols related executive police operations or incidents;
- To manage and coordinate actions between Police Units and other units/departments/divisions/organisations;
- To liaise with all relevant international and local counterparts, collate and verify information received in policing area of expertise;
- To undertake any other related task as requested by Chief of Joint Operations Room.

### 3. Mission Specific Tasks and Responsibilities:

- To collect, compile, analyse, assess and disseminate - jointly with the Joint Operations Officer/SSD - information relevant for Executive Police activities as well other relevant developments for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To contribute to planning activities of the Executive Police;
- To monitor the EULEX KOSOVO communication channels as well as those of Kosovo Police, KFOR and other relevant organisations and prepare accurate reports for the chain of command through the established JOR reporting lines;
- To maintain close daily cooperation with the Liaison/Coordination Officers in the Office of the Deputy Head of Executive Division (Head of Executive Police);
- To assist Joint Operation Officers/SSD as required.

### 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 second 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 Law, Law Enforcement, Social Sciences, Public Administration or other related university studies OR equivalent and attested police or/and military education; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements;
- Experience in planning security and/or police operations;
- Experience in planning and implementing projects.

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

- Very good analytical, organisational, planning and time-management skills;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.

**6. Desirable Qualifications and Experience:**

- Experience in strategic management and/or public administration;
- Experience in handling classified information.

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

- Very good knowledge in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.



<b>Position:</b> Joint Operations Officer/SSD	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30037 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Office of the Chief of Staff/ EULEX KOSOVO Joint Operations Room	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Joint Operations Officer reports to the Chief of the Joint Operations Room, while keeping the Senior Mission Security Officer fully informed on all relevant developments.

### 2. Main Tasks and Responsibilities:

- To monitor the security situation in the Mission area as well as to collect, collate, analyse, assess and disseminate information relevant for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To support and track all operational Security and Safety Department (SSD) movements and coordinate, as required, SSD response;
- To act as focal point for the Watchkeepers' Capability and keep them informed of relevant developments;
- To contribute to the production/maintenance of the (JOR) contact lists, emergency notification charts including check lists and other databases, reports or briefings;
- To maintain the (JOP) maps and visual aids, as appropriate;
- To collect, analyse and maintain all incoming security reports/information from different resources within the Mission area and provide a daily summary to Security Information Analyst Unit;
- To prepare, produce and disseminate reports and products as per SOPs;
- Operate means of secure communications;
- To provide updated information and analysis of major crises or disasters, which could affect the Mission's operations or staff members and to inform staff in the area concerned through the Security and Safety Department;
- To alert and inform senior management and respective Security and Safety Department staff of important developments;
- To assist Joint Operation Room Police Operators as required;
- To undertake any other related tasks as requested by the Chief of the Joint Operations Room.

### 3. Mission Specific Tasks and Responsibilities:

- To monitor all Mission activities assigned, in particular staff movements in the north of Kosovo, and act as the initial point of contact for headquarters and Mission personnel as required;
- To be responsible to coordinate all helicopter operations, including the necessary liaison with the relevant KFOR points of contact.

### 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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; The qualification should be in any field related to Security or Emergency Management OR equivalent and attested

police or/and military education OR successful completion of a full course in civilian security organisation with duration of 3 years or more; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

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

- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent analytical, organisational, planning, and time-management skills;
- Excellent radio communication skills;
- Thorough understanding of applicable EU rules and regulations in the area of security and safety.

**6. Desirable Qualifications and Experience:**

- Ability to perform under stress and in difficult circumstances.
- Relevant experience in handling EU classified information.

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

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.

<b>Position:</b> Judge in the Special Chamber of the Supreme Court (privatisation matters)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30094 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> December 2017
<b>Division/Department/Unit:</b> Executive Division/ EULEX KOSOVO Judges/ Special Chamber of the Supreme Court	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Judge in the Special Chamber of the Supreme Court (privatisation matters) reports to the President of EULEX KOSOVO Judges.

### 2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to Special Chamber of the Supreme Court related matters;
- To build local capacities through the work in mixed teams with local counterparts and through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To undertake any other related tasks as requested by the President of EULEX KOSOVO Judges.

### 3. Mission Specific Tasks and Responsibilities:

- To sit - primarily in mixed panels together with Kosovar judges - in cases which fall under the competency of one of the specialised first-instance panels: (i) privatisation related claims, (ii) employee list claims, (iii) general ownership and creditor claims, (iv) liquidation-related claims, (v) reorganisation of enterprise claims; or the Appellate Panel of the Special Chamber of the Supreme Court (privatisation matters);

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements;
- At least 5 years of experience as full-time judge in criminal/civil trials.

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

- Good knowledge of commercial, labour, insolvency or property Law.

**6. Desirable Qualifications and Experience:**

- Experience as a judge in the administration and resolution of mass claims processes and/or property restitution.

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

- Ability to perform under stress and in difficult circumstances.

<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> Deputy Head of Executive Division (Head of Executive Police)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30110 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> October 2017
<b>Component/Department/Unit:</b> Executive Division/Executive Police	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Head of Executive Division.

### 3. Mission Specific Tasks and Responsibilities:

- To direct and supervise the work of the Executive Criminal Investigation Department, the Witness Security Department and the Formed Police Unit, as well as to manage, prioritize and direct their work to ensure they deliver on the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of the Executive Division and the Head of Mission;
- To advise and support the Head of Executive Division in the management related to the police and customs elements of the Executive Division;
- To ensure, at operational level, coordination with the Head of the Police Strengthening Department;
- To ensure, at operational level, under the overall supervision of the Head of the Executive Division and in line with the relevant applicable legislation, coordination of all executive police actions with the Deputy Head of Executive Division/(Chief EULEX KOSOVO Prosecutor);
- To liaise, as necessary for the coordination of EULEX KOSOVO's executive mandate in the area of policing with Kosovo Police and in close coordination with the Head of Advisory Unit Police and Border Matters, with police and other law enforcement officials;
- To ensure, on the level of operational policing, the necessary coordination with KFOR and other national/international organizations, where appropriate.

### 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: Social Sciences, Business Administration, Economy, Law or Public Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 13 years of relevant professional experience, after having fulfilled the education

requirements, out of which 10 years at upper management level;

- Senior Law Enforcement Officer;
- Strong managerial track record.

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

- Sound knowledge of criminal investigations and special police operations;
- Good understanding of border related issues, including integrated border management and some understanding of customs related issues.

**6. Desirable Qualifications and Experience:**

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

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

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



<b>Position:</b> Liaison/ Coordination Officer- Training/ Planning	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30111 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Executive Division/ Office of the Deputy Head of Executive Division (Head of Executive Police)	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Liaison Coordination Officer – Training/ Planning reports to the Deputy Head of Executive Division (Head of Executive Police).

### 2. Main Tasks and Responsibilities:

- To collect, disseminate and file information as required;
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports;
- To conduct both long term and urgent planning of all FPU trainings and police operation activities.
- To prepare, chair and take part in briefings about trainings with other units/departments/components/organisations;
- To set priorities appropriately by adopting a systematic and methodical approach to information collection planning, using resources effectively and efficiently;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

### 3. Mission Specific Tasks and Responsibilities:

- To support the Deputy Head of Executive Division (Head of Executive Police) within his/her field of responsibility – in implementing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To coordinate reporting and planning tasks and correspondence in the Executive Division (Police) including a quality control;
- To support the Deputy Head of Executive Division (Head of Executive Police) in ensuring, at an operational level, coordination with all actors, both internally, locally, national and international. To liaise with other stakeholders internally and externally as requested by Deputy Head of Executive Division (Head of Executive Police).
- To identify and solve training problems under the guidelines of the Deputy Head of Executive Division (Head of Executive Police);
- To collect and prepare training programmes under the supervision of the Deputy Head of Executive Division (Head of Executive Police).

### 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 second cycle under the framework of

qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any field of Law Enforcement, Police Science or other related fields OR equivalent and attested police or/and military education; AND

- A minimum of 5 years of relevant professional police experience in the field of police training and planning of police operations, after having fulfilled the education requirements;
- Previous experience related to specialised units daily tasks and special operations;
- Authorised to carry and issued a personal weapon.

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

- Good interpersonal and communication skills.

**6. Desirable Qualifications and Experience:**

- Experienced in duration and preparing of police training/exercises/rehearsals;
- Previous experiences in the information gathering working area;
- Experience in using methodologies and different sources for research, including open sources;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of Category C.

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

*N/A*

<b>Position:</b> Chief of EU Office for Criminal Intelligence	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30120 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> January 2018
<b>Division/Department/Unit:</b> Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Chief of EU Office for Criminal Intelligence reports to the Head of Executive Criminal Investigations Department.

### 2. Main Tasks and Responsibilities

- To ensure correct policy is adopted in respect of intelligence gathering, collation, analysing and storage of intelligence and that quality packages are disseminated to the appropriate law enforcement agencies;
- To ensure the Office provides a dynamic intelligence service;
- To ensure the overall responsibility for any budget allocated to the Office;
- To undertake any other related tasks as requested by the Head of Executive Criminal Investigations Department.

### 3. Mission Specific Tasks and Responsibilities

- To direct and supervise the work of the EU Office for Criminal Intelligence (EUOCI);
- To ensure the energy of the EUOCI and its various sections is directed in the most effective and efficient manner towards the aims and objectives of the Office;
- To ensure the internal procedures and policies are followed by all EUOCI staff members;
- To be responsible to the Head of Executive Criminal Investigations Department for the overall management and operation of the EUOCI;
- To ensure that the various sections within the EUOCI operate in the most effective and efficient manner;
- To be responsible for drafting the EUOCI policies;
- To monitor and evaluate the quality of service being provided by the EUOCI;

### 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: Police Sciences, Law or other related university studies OR equivalent and attested Police or/and Military education; AND
- A minimum of 10 years of relevant professional experience in International Police Cooperation, after having fulfilled the education requirements, out of which 5 years at management level;
- At least 5 years of experience in a managerial position at a command level of leading intelligence;

- Led pro-active policing operations involving undercover policing, test purchasing of illicit commodities, interception of communications, covert entry and all technical surveillance methods;
- Indicative rank: Captain or equivalent.

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

*N/A*

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position:</b> Regional Criminal Intelligence Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30128 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Regional Criminal Intelligence Officer reports to the Chief of EU Office for Criminal Intelligence.

### 2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area the Mission executive mandate;
- To establish effective liaison structure with all relevant Mission units to ensure timely exchange of information/intelligence;
- To collect information in the field that supports on-going investigations;
- To prepare and submit accurate written intelligence reports;
- To develop case specific intelligence in conjunction with the analysts;
- To develop and maintain information contacts with stakeholders in the Mission area;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chief of EU Office for Criminal Intelligence.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented by police training; AND
- A minimum of 5 years of relevant professional, after having fulfilled the education requirements and the relevant police training;
- Extensive and progressive experience in intelligence issues and/or complex data.

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

- Excellent interpersonal and communication skills, both written and oral.

### 6. Desirable Qualifications and Experience:

- Extensive experience in collection of intelligence;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal intelligence.

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

- Ability to perform under stress and in difficult circumstances.

<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> October 2017
<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> Organised Crime Investigation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30137 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 1 in December 2017
<b>Component/Department/Unit:</b> Executive Division/ Executive Criminal Investigations Department/ Organised Crime Investigation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Organised Crime Investigation Officer will report to the Chief of Organised Crime Investigation Unit (OCIU).

### 2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission executive mandate;
- To interview witnesses and suspects, develop investigation strategies and carry out arrest/search operations, under the supervision of prosecutors;
- To attend crime scenes, exhumations and other locations day or night to gather evidence effectively;
- To be flexible resource in a multi-disciplinary team prepared to work in a variety of roles to ensure a successful law enforcement outcome;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chief of OCIU.

### 3. Mission Specific Tasks and Responsibilities:

- To conduct crime investigations and intelligence gathering throughout Kosovo.

### 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 5 years of relevant and proven fulltime professional experience on serious, criminal investigations, after having fulfilled the education requirements;
- Authorised to carry and issued a personal weapon.

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

- Knowledge in intelligence handling and covert measures.

### 6. Desirable Qualifications and Experience:

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

- Specialist investigative experience such as financial crime, telecommunications interception, computer forensic examination, intelligence gathering or other skills useful in the investigation of serious and complex crime investigations;
- Experience in investigating organised crime;
- Driving licence of category C.

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

- Ability to perform under stress and in difficult circumstances;
- Knowledge of working practices in intelligence systems or organisations such as Interpol, Europol;
- Excellent interpersonal and communication skills, both written and oral.

<b>Position:</b> War Crimes Investigator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30138 Confirmed Vacancies: 3 Pending Vacancies: 2	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 ASAP 2 in October 2017 1 in November 2017 1 in December 2017
<b>Component/Department/Unit:</b> Executive Division/Executive Criminal Investigations Department/ War Crimes Investigation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The War Crimes Investigator will report to the Chief of War Crimes Investigation Unit (WCIU).

### 2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission executive mandate;
- To interview witnesses and suspects, develop investigation strategies and carry out arrest/search operations, under the supervision of prosecutors;
- To attend crime scenes, exhumations and other locations day or night to gather evidence effectively;
- To be flexible resource in a multi-disciplinary team prepared to work in a variety of roles to ensure a successful law enforcement outcome;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the chief of WCIU.

### 3. Mission Specific Tasks and Responsibilities:

- To conduct crime investigations and intelligence gathering throughout Kosovo.

### 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 5 years of relevant and proven fulltime professional experience on serious, criminal investigations, after having fulfilled the education requirements;
- Authorised to carry and issued a personal weapon.

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

- Knowledge in intelligence handling and covert measures.

### 6. Desirable Qualifications and Experience:

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

- Specialist investigative experience such as financial crime, telecommunications interception, computer forensic examination, intelligence gathering or other skills useful in the investigation of serious and complex crime investigations;
- Experience in investigating war crimes;
- Driving licence of Category C.

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

- Knowledge of working practices in intelligence systems or organisations such as Interpol, Europol;
- Serbian or Albanian language skills;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances;
- Excellent interpersonal and communication skills, both written and oral.

<b>Position:</b> Advisor to Kosovo Police Inspectorate (PIK)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30179 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> October 2017
<b>Division/Department/Unit:</b> Strengthening Division/ Advisory Unit on Internal Matters	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Advisor to Kosovo Police Inspectorate (PIK) reports to the Chief Advisory Unit on Internal Matters.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other tasks as requested by the Chief Advisory Unit on Internal Matters.

### 3. Mission Specific Tasks and Responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA), in particular with respect to the accountability aspect of the Mission mandate;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To monitor PIK/KP cooperation, particularly in regard to key investigations and feedbacks to PIK inspections and recommendation, including the work of the Professional Standard Unit within the KP;
- To advise the senior management of the Kosovo Police Inspectorate (PIK) on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to criminal and disciplinary offences committed by Kosovo Police employees, in order to comply with relevant legislation and best practices, in line with the Mission mandate and priorities;

- To assist the senior management of PIK to create a decentralized office in the regions with special focus on the north of Kosovo;
- To provide technical and tactical advice and assistance to the PIK in relation to initiating proactive and re-active operations to reduce and disrupt crime and misconduct within the Kosovo Police and to provide guidance with complex and diverse enquiries, in line with the Mission mandate and priorities;
- To mentor, monitor and advise the PIK about prevention, detection, documentation and investigation of the criminal offences as well as disciplinary offences committed by Kosovo Police employees during the exercise of their official duty or off duty. This includes investigations of high profile disciplinary incidents and disciplinary investigations of police officers having the highest rank within the senior police management level and senior appointed police positions, in line with the Mission mandate and priorities;
- In case of non-compliance, to report to without delay to the Chief Advisory Unit on Internal Matters including recommendations on how to address the situation;
- To coordinate at operational level with other organisational units.

#### **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 Law, Police Science, Law Enforcement, Security and Risk Management or other related university studies OR police or military equivalent education; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirement.
- Successful completion of University studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
- Indicative rank: Major or equivalent.

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

- Very good interpersonal and communication skills, both written and oral.

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

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

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

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Chief Advisory Unit on Justice Matters	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30183 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Strengthening Division/ Advisory Unit on Justice Matters	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Strengthening Division;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Head of the Strengthening Division.

### 3. Mission Specific Tasks and Responsibilities:

- To advise and support the Head of Strengthening Division on all justice related issues;
- To guide the Unit's work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), including the Ministry of Justice, the Kosovo Judicial Council and the Kosovo Prosecutorial Council;
- To this end, to drive proactively the implementation of the Mission's MIP in his/her Unit and to report accurately on progress and lack of progress through established procedures, including:
- To ensure the implementation of the Mission's policies by assertive MMA in the field of potential political interference, accountability and corruption, human rights and gender, etc.;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-division/department cooperation in the key areas of his/her authority;

- To ensure monitoring, mentoring and advising of the senior public servant level of the Ministry of Justice, the Kosovo Judicial Council and the Kosovo Prosecutorial Council in line with the Mission mandate and priorities.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in the fields of Law AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which 3 years at a management level;
- Experience in an advisory function with local institutions on justice sector reforms;
- Strong managerial background, including in change management.

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

- Excellent interpersonal and communication skills, both written and oral;
- Extensive knowledge and/or experience in strategic management and/or public administration;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

**6. Desirable Qualifications and Experience:**

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

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

- Ability to perform under stress and in difficult circumstances;
- Very good knowledge and/or experience in strategic management and/or public administration.



<b>Position:</b> Mobile Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> EK 30187 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Strengthening Division/Advisory Unit on Justice Matters	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Mobile Advisor reports to the Chief of Advisory Unit on Justice Matters.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for Rule of Law/Justice matters;
- In close coordination with the Mission's Executive Division, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in the host State;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To develop and organise integrated workshops to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system;
- To liaise with other international actors as required;
- To ensure timely reporting and information flow on RoL/justice issues;
- To contribute to identify and report on lessons and best practices within the field of RoL/justice;
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To monitor selected cases processed by the criminal justice system in accordance with a plan elaborated by the Mission;
- As required to advise and mentor local counterparts in the administration of criminal justice in a structured manner and in line with the Mission's planning documents;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, minority groups, human rights and gender issues;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in RoL/justice aspects, in particular in a post-conflict environment/ SSR process.

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

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation and interpersonal skills;
- Sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process.

**6. Desirable Qualifications and Experience:**

- A minimum of 1 year of experience in advanced monitoring of judiciary, including trial monitoring;
- Experience as a practising lawyer;
- Experience in criminal justice reform either domestically or internationally;
- LLM in human rights and/or criminal law.

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

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Chief of Correctional Unit / Advisor to the Head of KCS	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30205 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> October 2017
<b>Division/Department/Unit:</b> Strengthening Division/ Correctional Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Strengthening Division;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Head of Strengthening Division.

### 3. Mission Specific Tasks and Responsibilities:

- To direct and supervise all activities of the EULEX KOSOVO Correctional Unit;
- To monitor developments within the Kosovo penitentiary system;
- To advise senior management of the Kosovo Correctional Service on strategic issues;
- To organise systematisation and distribution of the information to be collected by the staff of the Correctional Unit on the Kosovo penitentiary system;
- To inform and advise the Head of Strengthening Division on penitentiary issues;

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should

be in the fields of Law, Criminology or other related university studies OR equivalent and attested Correctional service education; AND

- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at a management level;
- A minimum of 3 years of experience in a leading position in the penitentiary field as a prison director, director in prison administration or comparable background.

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

- Ability to mentor and motivate staff;
- Ability to mentor and motivate local counterparts;
- Ability to manage and coordinate a diversified team.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in penitentiary systems in transitional or post-conflict situations.

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

- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position:</b> Correctional Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30206 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Strengthening Division/ Correctional Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Advisor (Correctional Unit) reports to the Chief of Correctional Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Chief of the Correctional Unit.

### 3. Mission Specific Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) the Kosovo Correctional Service;
- To monitor, mentor and advise the management of the Kosovo Correctional Service in the area of correctional management;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, accountability, corruption, human rights, etc.;
- In case of non-compliance, to report without delay to the Chief of Unit including recommendations on how to address the situation;
- To assist the other staff of the Correctional Unit in the conduct of their operations.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent correctional service education. The qualification should be in Law, Criminology or other related university studies AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 5 years of professional experience within the field of penitentiary systems.

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

- Very good interpersonal and communication skills, both written and oral;
- Ability to mentor and motivate local counterparts.

**6. Desirable Qualifications and Experience:**

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

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

- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position:</b> Multifaceted Mobile Team Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30224 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> October 2017
<b>Component/Department/Unit:</b> Strengthening Division/ Advisory Unit Police and Border Matters / Multifaceted Mobile Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Multifaceted Mobile Team Coordinator reports to the Advisor to the Deputy Director General Operations.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Chain of Command.

### 3. Mission Specific Tasks and Responsibilities:

- As part of the Multifaceted Mobile Team the post holder will coordinate the activity of the Multifaceted Mobile Team and engage in functional activity, travelling within the area of operations to advise on or review current Kosovo Police (KP) procedures and providing advice and direction to KBP on strategic level;
- To provide policy advice and technical expertise from a multi-disciplinary perspective on a variety of border police related practices and management issues, particularly on matters related to the management of the border crossings, administrative boundary line and cross border inter agency co-operation;
- To lead the work of the Multifaceted Mobile Team and be responsible for their day-to-day tasking and coordination.
- To coordinate the reporting requirements of the Multifaceted Mobile Team,

- To coordinate the conduct of specific thematic inspections and performance assessment tasks as directed by the Tasking and Coordination Process of the Unit.
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To act as the coordinator and single point of contact on behalf of the Head of Unit for internal and external administrative processes;
- Establish and maintaining contacts with other organisations monitoring and compiling an overview of their functional-related activities and identifying possible partners;

#### **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 Law, Business or Public Administration, Management or other related university studies OR police or military equivalent education; AND
- A minimum of 7 years of relevant professional experience in Police, Border Police or Customs, after having fulfilled the educational requirement, out of which at least 3 years at management level;
- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Business or Public Administration, Management or other related university studies;
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- Driving license of category C.

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

- Good understanding of Intelligence Lead Policing;
- Ability to perform under stress and in difficult circumstances.

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

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

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

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of Albanian and/or Serbian language.



<b>Position:</b> Multifaceted Mobile Team Police Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30226 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in October 2017 1 in November 2017
<b>Component/Department/Unit:</b> Advisory Unit Police and Border Matters / Multifaceted Mobile Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL of equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Multifaceted Mobile Team Police Advisor reports to the Multifaceted Mobile Team Coordinator.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Chain of Command.

### 3. Mission Specific Tasks and Responsibilities:

- To work as a Multifaceted Mobile Team Police Officer travelling within the area of operations to advise on or review current Kosovo Police (KP) procedures and providing advice and direction to KP on strategic level;
- As part of a multifaceted team lead functional activity within the field of their expertise;
- As part of a multifaceted team support Border Police and Customs advisors in their functional activity;
- To contribute to the implementation of the Mission's policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc.;
- To collect and collate performance statistics that relate to Kosovo's criminal justice system, as part of the Mission's benchmarking processes covering all of Kosovo;
- To maintain statistics, records or other documentation as it relates to the Mission Implementation Plan (MIP) and reporting on the status of Mission Implementation Plan (MIP) efforts as required;
- To liaise with the KP on the Mission Implementation Plan (MIP) regarding any activities within his/her area of responsibility;

- To gather, collect, analyse all the necessary information and to compile the monthly reports according to the Mission programme and directives as it relates to the Mission Implementation Plan (MIP);
- Other duties as assigned to include providing intensive MMA in support of the Mission Implementation Plan (MIP) actions or assigned to special projects and relevant cross cutting issues;
- To liaise with relevant national and international organisations to review current policies and operating principles;
- To be available for potential redeployment to the north of Kosovo according to operational needs.

#### **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 second 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 Social Sciences, Business Administration, Economy, Law, Public Administration or other related field OR equivalent and attested police or/and military education AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Driving license of category C;
- Good understanding of Intelligence Lead Policing;
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- Knowledge of and experience in project management;
- Ability to perform under stress and in difficult circumstances.

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

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

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

- Substantial knowledge/experience in relevant policing areas (investigations, prevention, traffic, operations, administration);
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Very good knowledge and/or experience in strategic management;
- Very good interpersonal and communication skills, both written and oral;
- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Deputy Chief Regional Advisor North	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30229 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> October 2017
<b>Division/Department/Unit:</b> Strengthening Division/ Advisory Unit Police and Border Matters / KP North Regional Directorate	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Chain of Command.

### 3. Mission Specific Tasks and Responsibilities:

- To support the Chief Regional Advisor North in the delivery of the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Regional Commanders and their Regional Teams in Mitrovica;
- To deputise for the Chief Regional Advisor North in their absence;
- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To contribute to the implementation of the Mission's policies by assertive MMA in the field of serious organised crime, potential political interference and corruption, human rights and gender, etc.;
- To guide and advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation and in line with the Mission mandate and priorities;

- To provide technical, tactical and constructive advice in mentoring and monitoring the Regional Commander regarding planning for police operations and, in case of need, correct improper decisions in line with the Mission mandate and priorities;
- To liaise with relevant international stakeholders operating into the Region at the appropriate level;
- To coordinate and monitor the implementation of the programs and projects run in the region.

**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 Social Sciences, Political Sciences, Business Administration, Programme Management, or other related field OR police or military equivalent education; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the educational requirement, out of which at least 3 years at management level;
- Senior Law Enforcement Officer;
- Driving license of category C;
- Staff member is expected, subject to national caveat to live in the north.
- Authorised to carry and issued a personal weapon.

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

- Strong knowledge and understanding of Intelligence Lead Policing;
- Knowledge of and experience in project management;
- Ability to perform under stress and in difficult circumstances.

**6. Desirable Qualifications and Experience:**

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

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

*N/A*

<b>Position:</b> Chief of Close Protection Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 30324 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> January 2018
<b>Division/Department/Unit:</b> Security and Safety Department (SSD)/ Close Protection Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Chief of the Close Protection Unit (SSD) reports to the Deputy Senior Mission Security Officer (DSMSO).

### 2. Main Tasks and Responsibilities:

- To be responsible for planning and execution Close Protection Unit (CPU) operations, in line with the CPU policy stated in the OPLAN;
- To carry out daily administration and operational planning for the CPU;
- To assist in the oversight of all CPU staff, providing instructions, support and assistance as required;
- To develop Mission CPU policies and procedures ensuring they are followed and updated or amended when necessary;
- To provide comprehensive procedural documents with respect to CPU activities and a clear understanding of the legal framework of the CPU policy;
- To oversee the preparation and conduct of the CPU training programme, including training in firearms;
- To provide personal security advice to members of the organisation;
- To participate in Mission staff's personal security training needs assessment and to ensure development and delivery of necessary training;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To develop as necessary professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To participate in SSD threat assessments to ensure appropriate security measures are put in place, in timely and effective manner;
- To undertake any other related tasks as requested by the DSMSO.

### 3. Mission Specific Tasks and Responsibilities:

- To manage the Mission's close protection needs as regards the HoM, visiting VIPs or those of EULEX KOSOVO Mission staff at risk, in line with established procedures;
- To ensure Armed Close Protection to the HoM, visiting VIPs or those of EULEX KOSOVO Mission staff at risk;
- To coordinate VIP visits with all relevant security agencies;
- Staff member might be expected to live in the north.

#### **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 second 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 Police Sciences, Military Sciences, Social Sciences or Security OR equivalent and attested police or/and military education OR a Civilian Security Organization with specialized training on field operations, force protection and/or security AND
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements;
- A minimum 3 years of progressively responsible professional experience at management level in the Field of Close Protection in the civilian security sector or in the military/police;
- Experience in safety and security and in the development of relevant policies and procedures.
- Authorised to carry and issued a personal weapon;
- Driving license of category C;
- Trained and certified in advanced close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving).

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

- Very good interpersonal and communication skills, both written and oral;
- Demonstrated ability in providing effective operational planning for a CPU;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Ability to operate a variety of communication systems.

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

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

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

- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Legal Officer (Secretariat of the Human Rights Review Panel)	<b>Employment Regime:</b> Seconded	
<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.

<b>Position:</b> Verification Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> EK 30022 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Verification Officer reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations, for example the Financial Regulations, Guide to Missions, European Commission's Communication related to the employment of international and local staff etc;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To undertake any other related tasks as requested by line management.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification at the level 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 must be in at least one of the following fields of expertise: Law, Audit, Economics, Finance, Accounting or Banking and Insurance; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

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

- Excellent analytical, research and problem-solving skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems.

### 6. Desirable Qualifications and Experience:

- Experience in strategic management and/or public administration.



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

- Good knowledge and/or in strategic management and/or public administration.

<b>Position:</b> EU Office for Criminal Intelligence Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> EK 30123 Confirmed Vacancies: 2 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/ EU Office for Criminal Intelligence/Analytical and Technical Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The EU Office for Criminal Intelligence Analyst reports to the Chief of EU Office for Criminal Intelligence (EUOCI).

### 2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission executive mandate;
- To establish links between criminals and their activities, identify organised criminal networks, their modus operandi as well as weaknesses that can be exploited by law enforcement;
- To conduct telephone and financial data analysis as necessary;
- To maintain an overview of individual operations and give direction for on-going intelligence collection through the development of Intelligence Collection Plans and the tasking of Intelligence Officers;
- To present results of analysis in the most appropriate format giving recommendations for action – in particular through the production of target packages for dissemination to operational law enforcement teams;
- To assist in the development of best practices for the handling and use of intelligence both within the office and with stakeholders;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Chief of EUOCI.

### 3. Mission Specific Tasks and Responsibilities:

- To collate, analyse and develop intelligence from a variety of sources relating to organised criminal groups impacting Kosovo;
- To produce as necessary, strategic assessments intended to give an overview of organised criminality within Kosovo and to inform policy level decision-making processes.

### 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 Intelligence, Criminology, Social Sciences, Mathematics or other related university studies OR equivalent and attested police or/and military education; AND

- A minimum of 8 years of relevant professional experience in International Police Cooperation, after having fulfilled the education requirements;
- Extensive and progressive professional experience in intelligence issues and/or complex data.

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

- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Working knowledge of i2 products (ibase and analyst notebook);
- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Albanian and/or Serbian language;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> IT Forensics Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level
<b>Ref. number:</b> EK 30139 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division / Executive Criminal Investigations Department / Organised Crime Investigation Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to contributing third States:</b> No

### 1. Reporting Line:

The IT Forensics Officer reports to the Chief of Organised Crime Investigation Unit.

### 2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To examine computers, digital storage and mobile phones;
- To ensure evidence search, forensically examine and recover data, and make reports and presentations in a way that can be used as evidence in an investigation;
- To be present during operational searches and to give specialist advice to investigators in the recovery of IT equipment and/or data at the scene of a search;
- To work alongside and support investigators as a specialist forensics investigator;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To provide service and maintenance to IT-forensics equipment;
- To undertake any other related tasks as requested by the Chief of Organised Crime Investigation Unit.

### 3. Mission Specific Tasks and Responsibilities:

- To ensure compliance with established policies and procedures, including applicable laws in Kosovo and Internationally accepted human rights standards, in the forensic examination of IT and related equipment;

### 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: IT, Forensics, Telecommunications or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 5 years of relevant professional experience as an IT forensic expert, after having fulfilled the education requirements;
- Successful completion of a computer forensic training course from a professional and accredited institution or agency (EU recognised);
- Extensive and progressive experience in IT-forensics and with a background in Law Enforcement agencies;

- Experience in working with forensic tools such as; XRY or Cellebrite for extracting information from mobile telephones;
- Authorized to carry and issued a personal weapon.

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

- Comprehensive knowledge and evidenced experience of using common forensic software such as Encase or FTK;
- Sufficient knowledge in maintenance of computers and networking.

**6. Desirable Qualifications and Experience:**

- Certification as a digital forensic examiner (CFCE, GCFE, CCE, ...);
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous international policing experience in Missions.

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

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances;
- Excellent interpersonal and communication skills, both written and oral.

<b>Position Name:</b> Correctional Mobile Monitor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> EK 30207 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Strengthening Division/ Correctional Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Correctional Mobile Monitor reports to the Chief Correctional Unit.

### 2. Main Tasks and Responsibilities:

- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, accountability, human rights and gender issues, etc.;
- To report without delay to Chief Correctional Unit, including recommendations on how to address the situation, in case of non-compliance;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To undertake any other related tasks as requested by the Chief Correctional Unit.

### 3. Mission Specific Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) Kosovo Correctional Services (KCS) as part of a Mobile Team covering all of Kosovo;
- To advise and mentor local counterparts, as required, in a structured manner in line with the Mission's planning documents; in particular, to advise KCS management in matters regarding internal/external security, daily operations and management; to advise on the treatment of prisoners to comply with European Best Practices and Human Rights standards; etc.;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local institutions with EULEX KOSOVO advice given at HQ level;
- To collect and collate "on the spot" performance statistics that relate to Kosovo's correctional services system, as part of the Mission's benchmarking processes covering all of Kosovo;
- Readiness to travel.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented with relevant professional training; AND
- A minimum of 5 years of relevant professional experience in Correctional Services, after having fulfilled the education requirements and the relevant professional training.

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

- Excellent interpersonal and communication skills, both written and oral;

- Strong team player with drive and the ability for innovative thinking and problem-solving;
- Ability to acquire, analyse and manage information from a variety of sources.

**6. Desirable Qualifications and Experience:**

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

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

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> International Doctor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level
<b>Ref. Number:</b> EK 30258 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> September 2017
<b>Division/Department/Unit:</b> Mission Support Department/ Medical Unit	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The International Doctor reports to the Chief of Medical Unit.

### 2. Main Tasks and Responsibilities:

- To establish diagnoses and decide on the medical management of patients;
- To work in the Out-patient Clinic, In-patient Facility, Emergency Room and the Ambulance Emergency Medical Services;
- To respond to emergency calls and provide adequate treatment to the patient;
- To prepare patients for interventions and escort patients to other medical facilities as required;
- To stay on call as required and perform shift duties including nights and week-ends;
- To discuss complex cases with the Chief of Medical Unit, and assist in collecting information to substantiate/justify medical evacuations;
- To assist the Chief of Medical Unit in monitoring the epidemiological and overall medical situation in the area of operation, promoting and implementing preventive medical and occupational health measures, including hygiene medical campaigns and recommendations for immunizations;
- To assist the Chief of Medical Unit in research and surveys on identified medical topics, as required;
- To refer staff to outside specialists as necessary and follow-up with such cases;
- To participate in addressing work environment and occupational health issues;
- To keep detailed statistics and report updates to the Chief of Medical Unit;
- To undertake any other related tasks as requested by the Chief Medical Unit.

### 3. Mission Specific Tasks and Responsibilities:

- As part of the medical team of EULEX KOSOVO, to perform medical examinations and routine check-ups of EULEX KOSOVO Mission members;
- To lead, advise and supervise local EULEX KOSOVO doctors GP's in regular out-patient clinical duties and in collaboration with them to provide quality assured general practice;
- To co-operate closely with medical staff of other international organisations working in the EULEX KOSOVO Mission area to exchange information on the basis of pertinent technical arrangements;
- To communicate with and update the Chief of Medical Unit on any issue required in the EULEX KOSOVO medical facilities;
- To maintain patient's records as per the official EULEX KOSOVO procedures and instructions, and exercise confidentiality;
- To provide hands-on training to the local EULEX KOSOVO doctors and staff in her/his area of expertise.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 5 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European



Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; The qualification should be as General Medicine Practitioner; AND a diploma in medical specialization obtained after the above mentioned qualification, in the field of General Practice/Family Medicine and/or other relevant clinical specialties; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements;
- At least 5 years of progressive clinical experience in the field of General Practice and/or other relevant clinical specialty.

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

- Advanced Emergency Medicine training EU recognized (e.g. ALS certificate, PHTLS certificate);
- Excellent interpersonal, communication, leadership (being the leader of a medical team) and team-working skills;
- Cognitive skills of decision making, situation awareness and task management;
- Fluency in English language, both written and oral.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Teaching experience as instructor in the field of medical training (e.g. ERC certificates as BLS/ALS instructor);
- Experience in pre-hospital and in-hospital Emergency Medical Service;
- Experience in Ultrasound Examination (i.e. abdominal US, FAST, etc.).

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

- Ability and willingness to work with people with different cultural and religious background and diverse political views while maintaining impartiality and objectivity;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- Ability to perform under stress and in difficult circumstances, attention to details, solid work ethics.

<b>Position:</b> Close Protection Operator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Assistant Level (MSAL)
<b>Ref. Number:</b> EK 30326 Confirmed Vacancies: 5 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 1 in October 2017 1 in November 2017 3 in December 2017
<b>Component/Department/Unit:</b> Security and Safety Department/ Close Protection Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Close Protection Operator reports to the Chief of Close Protection Unit.

### 2. Main Tasks and Responsibilities:

- To be responsible for execution of Close Protection (C/P) operations;
- To provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training;
- To carry out daily administration and operational planning for daily C/P activities;
- To provide comprehensive procedural documents with respect to C/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under Close Protection Unit control;
- To assist in coordination of VIP visits with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise as necessary with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission C/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To participate in SSD threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Chief of Close Protection Unit.

### 3. Mission Specific Tasks and Responsibilities:

- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX KOSOVO Mission staff at risk;
- Staff member might be expected to live in the north;
- Authorised to carry and issued a personal weapon.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented by Police or Military training AND
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements;
- At least 2 years of experience in close protection;
- Driving license of category C;
- Trained and certified in close protection techniques (theory and practice);
- Trained in basic life support (medical training);

- Advanced driving training (defensive driving).

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

- Demonstrated ability in providing effective operational planning for a Close Protection Team;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Ability to perform under stress and in difficult circumstances;
- Ability to operate a variety of communication systems.

**6. Desirable Qualifications and Experience:**

- Trained and certified as a shooting instructor
- Operational experience as a Medic

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

*N/A*

<b>Position:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded / Contracted	Post Category: Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> EK 30329 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> November 2017
<b>Component/Department/Unit:</b> Security and Safety Department/ Mission Security/Close Protection Unit/ Mission Security Officer Team	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer (MSO) reports to the Team Leader /Mission Security Officer Team.

### 2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Team Leader/ Mission Security Officer.

### 3. Mission Specific Tasks and Responsibilities:

- To implement the EULEX KOSOVO security plan;
- Staff member might be expected to live in the north.

### 4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma and relevant specialised trainings OR equivalent and attested police or/and military OR education at a civilian security organisation; AND
- A minimum of 4 years of relevant and full-time professional experience out of which 1 year experience of Field Security, after having fulfilled the education requirements;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving licence of Category C.

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

- Analytical skills;
- Demonstrated ability and experience to contribute creatively to the development of security strategies and procedures;

- Excellent organisational, planning, and time-management skills.

**6. Desirable Qualifications and Experience:**

- Previous work experience in the region;
- Successful completion of the EU Mission Security Officers Certification Course or equivalent.

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

- Excellent knowledge of the Mission area and potential threats.

<b>Position:</b> Legal / Administrative Officer (temporary position)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> EK 30401 Confirmed Vacancies: 0 Pending Vacancies: 4	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Executive Division	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Legal /Administrative Officer reports to the Head of Executive Division (HoED), Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor) or Deputy Head of Executive Division (Head of Executive Police).

### 2. Main Tasks and Responsibilities:

- To analyse complex cases and materials, identify significant legal and factual issues and recommend solutions, draft the necessary documents as well as organize of the case files;
- To receive, prepare and disseminate documentation pertaining to the tasks as mentioned above;
- To coordinate and supervise other staff members, such as administrative assistants, language assistants and interpreters/translators in relation to the tasks as mentioned above;
- To undertake any other related tasks as requested by the Head of Executive Division, Chief EULEX KOSOVO Prosecutor and Head of Executive Police.

### 3. Mission Specific Tasks and Responsibilities:

- To support and assist the Head of Executive Division, Chief EULEX KOSOVO Prosecutor or Head of Executive Police in operationalizing the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of the Mission's executive tasks, in particular in the legal and administrative tasks pertaining to the preparation of police and prosecution criminal files for possible transfer to the competent Kosovo authorities;
- To assist the Head of Executive Division, Chief EULEX KOSOVO Prosecutor or Head of Executive Police with legal assessment and evaluation of evidence, review, analyse and advise on all police/investigation documents and case files;
- To liaise with the different organisational units within the Executive Division such as Police, Prosecutors, Judges;
- To liaise, as appropriate with external stakeholders, in particular with UNMIK.

### 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 or Law Enforcement; AND
- After having fulfilled the education requirements, a minimum of 3 years of relevant professional experience;

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

- Excellent interpersonal and communication skills both written and oral;
- Ability to perform under stress and in difficult circumstances;

**6. Desirable Qualifications and Experience:**

- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- International experience, particularly in crisis areas with international organisations.

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

*N/A*