

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1*

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 2-2020 Call for Contributions						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
Job Location:	Western Balkans Region (Kosovo)					
Employment Regime:	Seconded					
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post	Pending	Confirmed	Total Vacancies	Availability
	<u>Seconded</u>					
	EK 40011	Internal Investigation Officer	0	1	1	ASAP
	EK 40016	Integrated Approach Advisor	0	1	1	ASAP
	EK 40017	Coordinator North	0	1	1	ASAP
	EK 40020	Chief of Staff	0	1	1	ASAP
	EK 40024	Chief Joint Operation Room	0	1	1	04-Oct-20
	EK 40025	Joint Operations Officer/ Police	0	1	1	23-Oct-20
	EK 40026	Joint Operations Officer/ Security and Safety Department	0	1	1	15-Oct-20

	EK 40043	Liaison/Coordination Officer- Training and Planning	0	1	1	23-Oct-20
	EK 40051	Informant Handler	0	2	2	ASAP
	EK 40053	Intelligence Analyst	0	1	1	24-Sep-20
	EK 40060	Senior Police Advisor North	0	1	1	ASAP
	EK 40092	War Crimes Monitor (Analytical)	0	1	1	ASAP
	EK 40095	Serious Crime Monitor	0	1	1	23-Sep-20
	EK 40098	Thematic Lead Monitor- Gender Based Violence	0	1	1	ASAP
	EK 40161	Mission Security Officer	0	3	3	1 on 16-Sep-20 1 on 03-Oct-20 1 on 4-Oct-20
	EK 40203	Freedom of Movement Advisor	0	1	1	ASAP
	EK 40205	Advisor to the Chief Prosecutor of the Mitrovica Basic Prosecution Office	0	1	1	ASAP

Job Titles/ Vacancy Notice:	<u>Seconded/Contracted</u>					
	EK 40048	Forensic Anthropologist/ Identification Coordinator	0	1	1	ASAP
Deadline for Applications:	18 August 2020, 17:00 hrs CEST (Brussels time)					

Applications must be submitted to:	<p><u>1 - For seconded candidates by EU Member States:</u> https://goalkeeper.eeas.europa.eu/registrar/</p> <p><u>2 - For contracted candidates from EU Member States:</u> https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p> <p><u>3 - For seconded and contracted candidates from Contributing Third States:</u> cpcc.eulexkosovo@eeas.europa.eu</p>
Information:	<p>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;">Mr Andre Konze cpcc.eulexkosovo@eeas.europa.eu</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 adoption of another Council Decision extending the Mission mandate and approving 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.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission; they are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities; they shall carry out their duties and act in the interest of the Mission.

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

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

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

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

Language Skills¹ – 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 – MISSIONWISE² or equivalent.

Education – European Qualifications Framework (EQF)³.

¹ [Common European Framework of References for Languages](#)

² <https://webgate.ec.europa.eu/eeas/security-e-learning>

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

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

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

B. Recommended Requirements

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

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

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

C. Essential Documents and Equipment for Selected Candidates

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

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

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

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

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

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 during the month of August and September 2020.

E. Data Protection

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

F. Job Descriptions

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

Position: Internal Investigations Officer	Employment Regime: Seconded	
Ref. Number: EK 40011 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Head of Mission/ Internal Investigations Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Internal Investigations Officer reports to the Head of Mission / Deputy Head of Mission.

2. Main Tasks and Responsibilities:

- To investigate, manage and supervise official complaints and disciplinary cases assigned to the Internal Investigation Unit coordinating and liaising where required with a team of internal investigators;
- To take preliminary protective measures in cases of serious criminal acts;
- To be responsible for the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct and national and international laws/treaties;
- To propose recommendations on disciplinary cases to the Head of Mission/Deputy Head of Mission;
- To be responsible for the production of reports relating to disciplinary issues, including but not limited to statistical analysis and assessments;
- To liaise with the Legal Advisors and other components of the Mission on related issues;
- To pro-actively review disciplinary regulations, propose amendments accordingly and draft new directives and SOPs if appropriate;
- To undertake any other related tasks as required by the Head of Mission / Deputy Head of Mission.

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 in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Law, or Police Science OR equivalent and attested police or/and military education; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the educational requirements;
- Proven experience drafting internal instructions, SOPs or directives, regulations and assessments.

5. Essential Knowledge, Skills and Abilities:

- Writing and drafting skills.

6. Desirable Qualifications and Experience:

N/A

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

Position: Integrated Approach Advisor	Employment Regime: Seconded	
Ref. Number: EK 40016 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Head of Mission	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Integrated Approach Advisor reports to the Head of Mission. *

2. Main Tasks and Responsibilities:

- To map, assess and review current bilateral and multilateral assistance in the areas covered by the Mission's mandate;
- To closely coordinate with the Mission's operational pillars/units to ensure that Mission's activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To facilitate liaison and coordination between Mission operational pillars/units and relevant stakeholders;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To contribute to Mission's internal and external reporting against benchmarking;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To ensure that Mission activities are coordinated with the EU family on the ground as well as with the CPCC to maximize synergies by early on identifying, reinforcing and overlapping activities competencies and responsibilities;
- To closely coordinate with the Project Cell to ensure that Mission's small scale projects are complementary and compatible with other EU funded projects;
- To provide advice, analysis and reporting on identified tasks that could be handed over to other EU actors by the end of mandate;
- Act as a back up to the Transition and Policy Advisor to the Head of 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 any of the fields of Political Science, International Relations, Law, Business Administration or other related university; AND

- A minimum of 7 years of relevant professional experience, after having fulfilled the educational requirements;

5. Essential Knowledge, Skills and Abilities:

- Capacity to analyse and structure information;
- Planning and coordination skills;
- Drafting and analytical skills;
- Proven communication skills within and outside organisation.

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. Project management skills.

** The reporting line may be reviewed in the course of the implementation of the new Mission Model Structure.*

Position: Coordinator North	Employment Regime: Seconded	
Ref. Number: EK 40017 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Mitrovica/ Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Head of Mission	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Coordinator North reports to the Head of Mission (HoM). *

2. Main Tasks and Responsibilities:

- To raise issues of relevance to the Mission mandate to the Head of Mission/Deputy Head of Mission;
- 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 required by the Head of Mission/Deputy Head of Mission.

3. Mission Specific Tasks and Responsibilities:

- To contribute on the policy level to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), with regard to the Mission's efforts in the North of Kosovo;
- To contribute to ensuring the coherent planning and implementation of Mission activities in the North, in line with the MIP;
- To coordinate the Mission activities in the North and to facilitate the interaction between the Mission on one hand and bi-lateral and multilateral actors and national civil society in the North on the other hand;
- To work closely with the EUSR's dialogue implementation team;
- To maintain close links with the lines of operation manager for the North and with the lines of operation managers for Belgrade-Pristina relations to ensure coherence across the Mission;
- To ensure timely and professional records are kept of EULEX KOSOVO political interaction in the North;
- To submit suggestions with regard to the Mission mandate implementation in the North.

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 any of the fields of Political Science, International Relations, Law, Business Administration or other related university; AND

- A minimum of 7 years of relevant professional experience, after having fulfilled the educational requirements;
- Managerial or coordination track record.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of the Serbian language;
- Very good interpersonal and communication skills, both written and oral;
- Analytical thinking and problem solving/negotiation skills;
- Ability to work in a difficult political environment and under stringent security conditions.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in mediation and/or negotiation.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

** The reporting line may be reviewed in the course of the implementation of the new Mission Model structure.*

Position: Chief of Staff	Employment Regime: Seconded	
Ref. Number: EK 40020 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Chief of Staff reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To exercise day-to-day coordination of the Main Headquarters' organisational units, in order to ensure that all aspects are globally considered when preparing for Head of Mission (HoM)'s decision-making, and when analysing the internal and external reporting of Mission activities;
- To ensure the quality of all written material including correspondence on behalf of the HoM, particularly that addressed outside the Mission, is at an appropriate high-level standard;
- To support the HoM in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in the planning documents, Mission Implementation Plan (MIP), and instructions issued by the HoM;
- To ensure periodic review of the MIP and to keep track of Mission benchmarking;
- To monitor that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To co-ordinate communication internally with the HoM and Pillars and externally with appropriate international organisations, agencies and interlocutors if requested;
- To report the status of action items, projects, and/or any other activity of the Office of the Chief of Staff to the HoM;
- To be the main point of entry for communication between the Mission and EEAS (CPCC);
- To lead, manage and direct the work of the Office of the Chief of Staff;
- To coordinate the internal and external correspondence process to ensure timely and appropriate responses;
- To coordinate that documents, reports and letters are prepared for the HoM as appropriate in close cooperation with concerned units, ensuring quality-control;
- To coordinate the gathering of information and briefing materials for the HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meetings with and on behalf of the HoM if requested;
- To undertake any other related tasks as requested by the HoM.

3. Mission Specific Tasks and Responsibilities:

- To direct the activities of all elements of the Mission directly reporting to the Chief of Staff;

- To direct coordination measures as necessary, between all Supporting Elements of the Mission, including Head of Mission's Office, Mission Support Department, Security & Safety Department and Office of the Chief of Staff;
- To ensure that the quality of all written material, particularly that addressed outside the Mission, is at an appropriate high-level standard;
- To be the principal driver and supervisor of change management when considered necessary and when directed, to meet changing strategies, mandates and circumstances.

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 any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the educational requirements, out of which a minimum of 5 years of experience at management level;
- Experience in coordinating internal work flows within international organisations;
- Experience of managing information and records within international organisations.

5. Essential Knowledge, Skills and Abilities:

- Managerial skills and the ability to communicate the internal strategic vision of the HoM, to establish priorities and to plan the implementation;
- Ability to mentor and motivate staff;
- An excellent knowledge of spoken and in particular written English (to high-level standard) coupled with an ability to write clearly for drafting and oversight of all official communications within and from the Mission;
- Resilience and ability to perform in a polite and balanced manner under stress and in crisis situations;
- Ability to act as a "trouble shooter" on behalf of the HoM;
- Ability to work as a member of a senior management team.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.).

7. Desirable Knowledge, Skills and Abilities:

- 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.

Position: Chief Joint Operations Room	Employment Regime: Seconded	
Ref. Number: EK 40024 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 04-Oct-2020
Pillar/Department/Unit: Office of the Chief of Staff/Chief of Staff Office/Joint Operations Room (JOR)	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Chief Joint Operations Room reports to the Chief of Staff, while cooperating closely with the Senior Mission Security Officer and the Head of Operations Pillar for their areas of responsibility.

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 of European Union:

- To run the Joint Operations Rooms (JOR) and ensure its effectiveness;
- To manage the JOR staff;
- To develop relevant Standard Operating Procedures;
- To ensure the effective monitoring of the location and movement of all Mission personnel deployed in the field;
- To ensure the collection, analysis distribution and archiving of all incoming security and operational reports; and of information from different sources including the media;
- To monitor the media and relevant open sources and distribute relevant information and to contribute in the situational awareness of the Mission;
- To prepare and disseminate situation summaries for the Mission in a timely manner;
- To review incoming messages and alerts, determine urgency and inform the relevant mission elements and responsible staff members;
- To ensure the proper registration of all activities and in particular in case of incident;
- To alert and inform key security personnel and senior management of important developments;
- To contribute to identifying lessons learned and best practices in his/her respective field of competence;
- To undertake any other related tasks as requested by the Chief of Staff.

3. Mission Specific Tasks and Responsibilities:

- To oversee the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff in line with the relevant Standard Operating Procedures;
- To ensure a proper information flow to the Watchkeepers' Capability;
- To contribute to planning activities of Security & Safety Department and Operations Pillar;
- To oversee the appropriate manipulation of secure communication means.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; The qualification should be in any of the fields of Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 6 years of relevant professional experience in the civilian, military or police sectors in the protection of personnel, facilities and assets, after having fulfilled the education requirements. Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets and in particular in the management of a Crisis or Operations Centre/Room;
- Senior Law Enforcement Officer;
- Experience in planning security and/or police operations;
- Experience in planning and implementing projects;
- Experience in handling EU Classified Information.

5. Essential 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;
- Excellent analytical, organisational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when required.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential threats.

Position: Joint Operations Officer/ Police	Employment Regime: Seconded	
Ref. Number: EK 40025 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 23-Oct-2020
Pillar/Department/Unit: Office of the Chief of Staff/ Chief of Staff Office/ Joint Operations Room (JOR)	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Joint Operations Officer/ Police reports to the Chief of Joint Operations Room, while coordinating closely with the Head of Operations Pillar.

2. Main Tasks and Responsibilities:

- To act as Duty Police Commander on behalf of the Head Operations Pillar 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 Standard Operating Procedures;
- To oversee the continuous maintenance, execution and evaluation of protocols related to Operations Pillars activities or incidents;
- To manage and coordinate actions between Operations Pillar units and other units/departments/ /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 / Safety and Security Department (SSD) - information relevant for Operations Pillar 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 Operations Pillar;
- 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 Head Operations Pillar;
- 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.

Position: Joint Operations Officer / Safety & Security Department (SSD)	Employment Regime: Seconded	
Ref. Number: EK 40026 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 15-Oct-2020
Pillar/Department/Unit: Office of the Chief of Staff/ Chief of Staff Office/ Joint Operations Room (JOR)	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Joint Operations Officer / Security & Safety Department 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 & 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 Joint Operations Room (JOR) contact lists, emergency notification charts including check lists and other databases, reports or briefings;
- To maintain the JOR 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 Standard Operating Procedures;
- 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 SSD;
- To alert and inform senior management and respective SSD staff of important developments;
- To assist JOR Police Operators as required;

- To undertake any other related tasks as requested by the Chief of JOR.

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;
- Analytical, organisational, planning, and time-management skills;
- Radio communication skills;
- 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.

Position: Liaison/ Coordination Officer- Training/ Planning	Employment Regime: Seconded	
Ref. Number: EK 40043 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 23-Oct-2020
Pillar/Department/Unit: Operations Pillar/ Office of the Head of Operations Pillar	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

The Liaison Coordination Officer – Training/ Planning reports to the Head of Operations Pillar.

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 Head of Operations Pillar.

3. Mission Specific Tasks and Responsibilities:

- To support the Head of Operations Pillar 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 Operations Pillar including a quality control;
- To support the Head of Operations Pillar 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 Head of Operations Pillar;
- To identify and solve training problems under the guidelines of the Head of Operations Pillar;

- To collect and prepare training programmes under the supervision of the Head of Operations Pillar.

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

Position: Informant Handler	Employment Regime: Seconded	Post Category:
Ref. Number: EK 40051 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Pillar/ Criminal Intelligence & Cooperation Unit/ Office of the Head of Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Informant Handler reports to the Head of Criminal Intelligence and Cooperation Unit.

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).
- To identify, recruit and manage informants (covert human intelligence source);
- To liaise with other Mission Units, other law enforcement agencies and police agencies, and other organisations to gather information;
- To liaise with international law enforcement authorities outside Kosovo;
- To ensure that the identity of the informants remains protected while providing the law enforcement authorities with evidential information required;
- To ensure that applicable laws, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant;
- To develop and manage cover stories for the protection of the informant;
- To manage expenses related to Covert Human Sources;
- To undertake any other related tasks as requested by the Head of Criminal Intelligence and Cooperation Unit.

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 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, Policing Studies or other related university studies OR an equivalent police or/and military education;

- A minimum of 10 years of relevant professional police experience or experience in a similar/relevant field, after having fulfilled the education requirements;
- Extensive and progressive professional experience in criminal intelligence, handling of covert human intelligence sources and criminal investigation fields;
- Extensive experience in the field of informant handling, source expenses and relevant technical equipment.

5. Essential Knowledge, Skills and Abilities:

- Previous experience of working in criminal intelligence and/or informant handling;
- Authorised to carry and issued a personal weapon if seconded or prepared to be trained and issued a personal firearm if contracted.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations
- Experience in criminal intelligence and/or informant handling in Kosovo.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian Languages.

Position: Intelligence Analyst	Employment Regime: Seconded	
Ref. Number: EK 40053 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 24-Sep-2020
Division/Department/Unit: Operations Pillar/ Criminal Intelligence and Cooperation Unit/ Analytical and Technical Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Intelligence Analyst reports to the Head of Criminal Intelligence and Cooperation Unit.

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);
- To conduct telephone and financial data analysis as necessary;
- To maintain an overview of individual operations and give provide input 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 Head of Criminal Intelligence and Cooperation Unit.

3. Mission Specific Tasks and Responsibilities:

- To collate, analyse and develop intelligence from a variety of sources relating to Persons of Interest in line with the Mission Mandate;

- To produce as necessary, strategic assessments intended to give an overview of Persons of Interest in line with the Mission Mandate.

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 an equivalent and attested police or/and military education;
- A minimum of 8 years of relevant professional experience, 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.

Position Name: Senior Police Advisor North	Employment Regime: Seconded	
Ref. Number: EK 40060 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Pillar	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Advisor North reports to the Head of Operations Pillar.

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) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To liaise with the Case Monitoring and Dialogue Support Unit of the Monitoring Pillar in line with guidance provided by the Head or Deputy Head of Operations Pillar;
- 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 Head or Deputy Head of Operations Pillar.

3. Mission Specific Tasks and Responsibilities:

- To deliver the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Regional Commander and their Regional Teams in Mitrovica;
- To provide technical, tactical and constructive advice and mentoring to the KP Regional Commander regarding planning for police operations in line with the Mission mandate and priorities;
- To liaise with relevant international stakeholders operating into the Region at the appropriate level;
- To facilitate the third tier response mechanism in relation to crowd control and management in the North;
- To liaise with Operations Pillar Liaison and Coordination Officers with reference to joint Formed Police Unit and Kosovo Police Quick Reaction Teams trainings;
- To liaise with relevant Operations Pillar units and counterparts of local authorities on matters in line with the Mission Mandate.

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 any of the fields of Political Science, International Relations, Law or any other related field OR equivalent and attested police or/and military education; AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 3 years at management level.

5. Essential Knowledge, Skills and Abilities:

- Proven ability to mentor and motivate local counterparts;
- Driving license of category C;
- Staff member may be expected, subject to national caveat to live in the North;
- Authorised to carry and issued a personal weapon;
- Law Enforcement Officer;
- 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:

- Experience in Police cooperation and criminal intelligence.

7. Desirable Knowledge, Skills and Abilities:

- Good interpersonal and communication skills;
- Experience in project management;
- Knowledge of Albanian and/or Serbian language.

Position: War Crimes Monitor (Analytical)	Employment Regime: Seconded	
Ref. Number: EK 40092 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The War Crime Monitor (Analytical) reports to the Chief of the Case Monitoring Unit.

2. Main tasks and responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the Area of Responsibility (AoR), in line with the various components of the Mission mandate;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To report on the findings both in qualitative and quantitative terms and to include analysis, comments and suggestions in the reporting;
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To offer peer-to-peer advice to local counterparts;
- To undertake any other related tasks as requested by the Chief of Case Monitoring Unit.

3. Mission Specific Tasks and Responsibilities:

- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to war crime cases (both to those handed over by WCIU and new ones) to track the progress towards Mission's

objectives and provide accurate and timely information to guide management decisions;

- To provide analytical products as directed;
- To focus the monitoring on strategic, tactical and operational level on cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
 - EULEX KOSOVO risk assessments when handing over the cases to Kosovo authorities;
 - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society;
 - gravity and seriousness of the alleged crime;
 - high profile of the suspect/s;
 - possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/information management system handed over by EULEX KOSOVO;
- To monitor the implementation of the action plan deriving from the National War Crimes Investigation / Prosecution Strategy;
- To monitor the cooperation between prosecution and police;
- To conduct specific thematic performance and efficiency assessment tasks to identify and analyse potential areas of structural weaknesses or shortcomings of local counterpart;
- To liaise with host state relevant security sector actors and international actors as required;
- To monitor the regional cooperation, especially with Serbian counterparts;
- To communicate and coordinate frequently with other monitoring elements;
- To suggest targeted actions/trainings to support local counterparts' progress.

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 OR equivalent and attested police or/and military education; The qualification should be in the field of Law Enforcement, Law, Police Science or other related university studies; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements out of which;
- A minimum of 5 years of professional experience in serious and complex criminal investigations.

5. Essential Knowledge, Skills and Abilities:

- An analytical background with at least 5 years of proven experience;
- Knowledge of serious crime investigations and the supervising of such investigations;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code, Criminal Code and International Humanitarian Law;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to perform under stress and in difficult circumstances;
- Full computer literacy of basic programs (word processing, spreadsheet and emails); good knowledge of relevant IT archiving systems and procedures;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in war crimes investigations and/or monitoring of such investigations;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations;
- Strong research and analytical skills.

7. Desirable Knowledge, Skills and Abilities:

- Albanian and/or Serbian language skills;
- Substantial knowledge of the functioning of Kosovo Police and Kosovo Prosecutorial System.

Position: Serious Crime Monitor	Employment Regime: Seconded	
Ref. Number: EK 40095 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 23-Sep-2020
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Serious Crime Monitor reports to the Chief of the Case Monitoring Unit.

2. Main tasks and responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the Area of Responsibility (AoR), in line with the various components of the Mission mandate;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To report on the findings both in qualitative and quantitative terms and to include analysis, comments and suggestions in the reporting;
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To offer peer-to-peer advice to local counterparts;
- To undertake other related tasks as requested by the Chief of Case Monitoring Unit.

3. Mission Specific Tasks and Responsibilities:

- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to serious crime cases, to track the progress towards Mission's objectives and provide accurate and timely information to guide management decisions;
- To focus the monitoring on strategic, tactical and operational level of serious crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
 - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society
 - gravity and seriousness of the alleged crime;
 - high profile of the suspect/s;
 - possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/ system handed over by EULEX KOSOVO;
- To monitor the implementation of the National Serious Crime Strategy;
- To monitor the cooperation between prosecution and police;
- To conduct specific thematic performance and efficiency assessment tasks to identify and analyse potential areas of structural weaknesses or shortcomings of local counterpart;
- To liaise with host state relevant security sector actors and international actors as required;
- To monitor the regional cooperation;
- To communicate and coordinate frequently with other monitoring elements and the Thematic Advisors in the Case Monitoring Unit;
- To suggest targeted actions/trainings to support local counterparts' progress.

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 OR equivalent and attested police or/and military education; The qualification should be in the field of Law Enforcement, Law, Police Science or other related university studies; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 5 years of professional experience in serious and complex criminal investigations.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of serious crime investigations and the supervising of such investigations;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code, and Criminal Code;
- Practical understanding of legal reform process including the development of legal policy and legislation;

- Ability to perform under stress and in difficult circumstances;
- Full computer literacy of basic programs (word processing, spreadsheet and emails); good knowledge of relevant IT archiving systems and procedures;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in serious crime investigations and/or monitoring of such investigations;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations;
- Strong research and analytical skills.

7. Desirable Knowledge, Skills and Abilities:

- Albanian and/or Serbian language skills;
- Substantial knowledge of the functioning of Kosovo Police and Kosovo Prosecutorial System.

Position: Thematic Lead Monitor - Gender Based Violence	Employment Regime: Seconded	
Ref. Number: EK 40098 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Thematic Lead Monitor - Gender Based Violence reports to the Chief of the Case Monitoring Unit.

2. Main Tasks and Responsibilities:

- To contribute on the policy 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 in the field of thematic expertise;
- To support the Chief of Case Monitoring Unit in acting as focal point for all matters relating to the field of thematic expertise;
- To draft thematic related reports, legal advices and provide assistance in relation to matters in the field of expertise concerning the performance of Kosovo Administration of Justice, in line with Mission policies and operations and in close cooperation with other members of the Case Monitoring Unit (other thematic experts and mobile monitors);
- To prepare submissions and internal communications in relation to the field of thematic expertise;
- To support the Chief of Case Monitoring Unit in translating the benchmarks and objectives of the OPLAN and Mission Implementation Plan (MIP) into their work, in particular in the field of thematic expertise;
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to the administration of Justice in relation to the field of thematic expertise and issues pertaining to the field of procedural violations and judicial integrity;
- To advise the Chief of Case Monitoring Unit and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as requested by the Chief of Case Monitoring Unit.

3. Mission Specific Tasks and Responsibilities:

- To establish professional working relationship with Judges, Prosecutors, Court clerks and officers, Members of the KJC and KPC, Kosovo Government, NGOs, civil society, relevant local and international authorities and organizations dealing with Gender Based Violence cases and policies;
- To propose assistance, where necessary, to Kosovo Administration of Justice institutions for proper implementation of international and Kosovo strategic documents in the area of cases and (judicial) policies related to Gender Based Violence;
- To analyze the Gender Based Violence situation (legal and institutional) in Kosovo and identify possible areas of improvement.

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 6 years of relevant professional experience in the judicial field and/or any other relevant field after having fulfilled the education requirements out of which;
- A minimum of 3 years of relevant progressive professional experience in the field of Gender Based Violence;
- Experience in legal research and analysis;
- Experience in case work/processing and complaints handling.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of international and regional human rights legal instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms and EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector.
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Excellent legal drafting skills.
- Ability to perform under stress and in difficult circumstances;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Mission Security Officer	Employment Regime: Seconded	
Ref. Number: EK 40161 Confirmed Vacancies: 3 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 1 on 16-Sep-2020 1 on 03-Oct-2020 1 on 04-Oct-2020
Pillar/Department/Unit: Security and Safety Department/ Mission Security/Close Protection Unit/ Mission Security Officer Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer 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, complemented by specialised training OR equivalent and attested police or/and military OR education at a civilian security organisation;

- A minimum of 4 years of relevant professional experience, out of which 1 year experience of Field Security in ensuring protection of organisational programs, personnel, assets, information and reputation, 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;
- Organisational, planning, and time-management skills.
- Passive understanding of Serbian language

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:

- Knowledge of the Mission area and potential threats.

Position: Freedom of Movement Advisor	Employment Regime: Seconded	
Ref. Number: EK 40203 Confirmed Vacancies: Pending Vacancies:	Location: Western Balkans Region (Kosovo)	Availability:
Pillar/Department/Unit: Monitoring Pillar/ Dialogue Support Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Freedom of Movement Advisor reports to the Freedom of Movement Senior Advisor.

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 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 Freedom of Movement Advisor.

3. Mission Specific Tasks and Responsibilities:

- To monitor, mentor and advise on information flows related to the data security of the registration processes for the implementation of FoM dialogue agreement ;
- To monitor, mentor and advise on building up the information flows for collection and updating the data on the issuance of personal documents and registration of vehicle ;
- To monitor, mentor and advise on the use of the data for statistics, planning, and for informing the different Ministries involved in the follow up of the implementation processes;
- To promote the benefits on wide and open need of implementing the agreement;
- To evaluate the current attitudes towards civil registration all over Kosovo including the northern municipalities in relation to the implementation of the agreement ;
- To assist the implementation of the Dialogue agreements in their parts related FoM;

- To monitor, mentor and advise, if needed, on promotion of the registration processes of the population related to the implementation of the agreement;
- To provide expertise and information when assessing Kosovo's progresses in issues related to the implementation of the agreement.

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 any of the fields of Public Administration or other related university studies; OR police or military equivalent education or training; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements;
- Minimum of 5 years of experience in Public Administration.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Mediation and interpersonal skills;
- Knowledge of Civil Status and Civil registration systems.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous experience in Population registration systems.

7. Desirable Knowledge, Skills and Abilities:

- 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;
- 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;
- Knowledge of Albanian and/or Serbian language.

Position: Advisor to the Chief Prosecutor of the Mitrovica Basic Prosecution Office	Employment Regime: Seconded	
Ref. Number: EK 40205 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Dialogue Support Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Advisor to the Chief Prosecutor of Mitrovica Basic Prosecution Office reports to the Head of Monitoring Pillar.

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) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of 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 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 task as requested by the Head of Monitoring Pillar.

3. Mission Specific Tasks and Responsibilities:

- To support the development of the Mitrovica Basic Prosecution Office in the field of Justice Reform through mentoring, monitoring and advising;
- To be the key interlocutor with the Chief Prosecutor of the Mitrovica Basic Prosecution Office;
- To develop policies in line with the Mitrovica Basic Prosecution Office, Kosovo Prosecutorial Council and the Ministry of Justice.

4. 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 field of Law; AND
- A minimum of 6 years of relevant professional experience in the prosecutorial field, after having fulfilled the education requirements out of which;
- A minimum of 4 years of professional experience as prosecutor acting in criminal cases;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organizations.

5. Essential Knowledge, Skills and Abilities:

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Knowledge of prosecution office management, and generally applicable standards in relation to the independence and accountability of the prosecutors and their specific hierarchical organisation;
- Knowledge of Kosovo legislation and jurisprudence;
- Knowledge and understanding of the social and political situation in Kosovo;
- Ability to perform under stress and in difficult circumstances;
- Mediation, social and interpersonal skills;
- Ability to mentor and motivate local counterparts;
- Reporting and writing skills.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Serbian and/or Albanian language.

Position: Forensic Anthropologist/ Identification Coordinator	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40048 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Operations Pillar/ Institute of Forensic Medicine	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Forensic Anthropologist/ Identification Coordinator reports to Deputy Director of the Institute of Forensic Medicine.

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 mandate in the field of forensics, focusing on missing persons and exhumations;
- To conduct forensic anthropological analysis, including the analyses of complex cases of commingled remains;
- To assist in the field, whenever exhumations are conducted;
- To conduct detailed analyses related to DNA and anthropological procedures related to identification work;
- To manage and process of all documentation pertaining to samples sent for DNA testing as well as results received;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Deputy Director of the Institute of Forensic Medicine.

3. Mission Specific Tasks and Responsibilities:

N/A

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 at least one of the following fields of expertise: Forensic Anthropology or Physical Anthropology; AND

- A minimum of 5 years of relevant professional experience in Forensic, after having fulfilled the education requirements;
- Proven experience of exhumation processes.

5. Essential Knowledge, Skills and Abilities:

- Determination of MNI and skeletal re-association;
- Considerable knowledge of mechanical forces on bone, blunt, sharp, GSW (including terminal ballistics) and combined peri-mortem trauma, bone-healing processes and osteopathological processes leading to a determination of probable cause of death and presumptive or positive identification.

6. Desirable Qualifications and Experience:

N/A

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- General knowledge of other forensic science fields, such as ballistics, death scene investigation and data-base management, etc.;
- Knowledge in working with civil society groups and NGOs;
- Ability to perform under stress and in difficult circumstances;
- Proven knowledge of current developments in forensic science.