

EUROPEAN EXTERNAL ACTION SERVICE



Addendum to Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 3-2017 Call for Contributions						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
Job Location:	Western Balkans Region (Kosovo)					
Employment Regime:	Seconded, Seconded/Contracted					
Job Titles/Vacancy Notice:	Ref.:	Name of the Post	Pending	Confirmed Vacancies	Total Vacancies	Availability
	<u>Seconded</u>					
	EK 30017	Internal Investigations Officer	0	1	1	Apr-2018
	EK 30026	Operations Officer	0	1	1	May-2018
	EK 30037	Joint Operations Officer / Safety & Security	0	1	1	May-2018
	EK 30060	Human Rights Officer	0	1	1	ASAP
	EK 30077	Prosecutor	0	1	1	Mar-2018
	EK 30112	Liaison / Coordination Officer	0	2	2	May-2018
	EK 30124	Intelligence Researcher/ Database Input Officer	0	1	1	May-2018
	EK 30128	Regional Criminal Intelligence Officer	0	1	1	ASAP

	EK 30131	Operations Officer of the International Police Cooperation Unit	0	1	1	May-2018
	EK 30135	Chief of Organised Crime Investigation Unit	0	1	1	ASAP
	EK 30137	Organized Crime Investigation Officer	2	1	3	1 in Feb, 2 in Mar-2018
	EK 30138	War Crimes Investigation Officer	0	1	1	ASAP
	EK 30179	Advisor to Kosovo Police Inspectorate (PIK)	0	1	1	ASAP
<u>Seconded/Contracted</u>						
	EK 30086	Forensic Doctor	0	1	1	ASAP
	EK 30099	Legal Officer at Mitrovica Basic Court	0	1	1	ASAP
	EK 30123	EU Office for Criminal Intelligence Analyst	1	0	1	ASAP
	EK 30139	IT Forensics Officer	0	1	1	ASAP
	EK 30329	Mission Security Officer	0	1	1	Feb-2018
Deadline for Applications:	14 December 2017 at 17:00 hours (Brussels time)					
E-mail addresses to send the Job Application Form to	<p>For seconded candidates: 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. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. 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. National Authorities 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;">Civilian Planning and Conduct Capability (CPCC) cpcc.eulexkosovo@eeas.europa.eu</p>					

	<p style="text-align: center;">or https://goalkeeper.eeas.europa.eu/registrar/ (for seconded candidates by EU Member States only)</p> <p>For contracted candidates: 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;">https://internationalrecruitment.eulex-kosovo.eu</p> <p>No applications using Annex 2 will be accepted. 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>
Information:	<p>General aspects: 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 (http://www.eulex-kosovo.eu) or from the following contacts:</p> <p>For questions from national authorities:</p> <p style="text-align: center;">Ms Antigone MARANA cpcc.eulexkosovo@eeas.europa.eu Tel: +32 (0)2 584 2630</p> <p>For questions from individual applicants:</p> <p style="text-align: center;">EULEX KOSOVO/Human Resources HumanResources@eulex-kosovo.eu Tel: +381 38 28 ext. 8878, 8933, 8844</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 State¹.

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.

¹ Canada, Norway, Switzerland, Turkey and United States of America

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 Skills² – 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-Hest³ or equivalent.

Education – European Qualifications Framework (EQF)⁴.

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.

² Common European Framework of References for Languages

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

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

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 from 09 October 2017 until 16 October 2017.

E. Data Protection

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

F. Job Descriptions

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

Position: Internal Investigations Officer	Employment Regime: Seconded	
Ref. Number: EK 30017 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Apr 2018
Component/Department/Unit: Office of the Head of Mission/ Internal Investigations Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

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: Operations Officer	Employment Regime: Seconded	
Ref. Number: EK 30026 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: May 2018
Component/Department/Unit: Office of the Chief of Staff / Chief of Staff Office / Inner Chief of Staff Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Operations Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To assist the Office of the Chief of Staff in its role as set out in the Mission's mandate and tasks as set out in the planning documents;
- To assist the Office of the Chief of Staff in tasking and taking appropriate action on all incoming requests and matters;
- To accompany the Chief of Staff to meetings and to take minutes;
- To manage and follow up on the Chief of Staff tasks;
- To prepare draft reports, after action reviews and other documents for the Chief of Staff in consultation, as appropriate, with other relevant organisational units;
- To select and analyse information contained in internal and external correspondence and communications;
- To maintain contacts with other organisational units as required;
- To undertake any other related tasks as requested by the Chief of Staff.

3. Mission Specific Tasks and Responsibilities:

- To act as best practice and lessons learned officer for the Mission;
- To review Mission reporting;
- To assist the Office of the Chief of Staff in managing, prioritising, directing and coordinating the work of EULEX 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 fields of Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting and reporting skills;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision;
- Good interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience:

N/A

7. Desirable Knowledge, Skills and Abilities:

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

Position: Joint Operations Officer/SSD	Employment Regime: Seconded	
Ref. Number: EK 30037 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: May 2018
Division/Department/Unit: Office of the Chief of Staff/ EULEX KOSOVO Joint Operations Room	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 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.

Position: Human Rights Officer	Employment Regime: Seconded	
Ref. Number: EK 30060 Confirmed vacancies: 1 Pending vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff/ Human Rights and Legal Office	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Human Rights Officer reports to the Head of Human Rights and Legal Office.

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 accountability and human rights standards;
- To support the Head of Office in acting as focal point for all human rights matters relating to the Mission;
- To prepare legal advice and assistance on human rights questions related to of Mission policies and operations;
- To prepare submissions and internal communications in relation to the Missions obligations to the Human Rights Review Panel;
- To support, on behalf of the Head of the Human Rights and Legal Office, Heads of Division in translating the benchmarks and objectives of the applicable legal framework into their work, in particular in the field of accountability and human rights;
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to international human rights law and human rights issues;
- To advise the Head of Office and Heads of Division, as appropriate, on the applicable law and the international human rights instruments and principles;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as requested by the Head of Human Rights and Legal Office.

3. Mission Specific Tasks and Responsibilities:

- To establish professional working relationship with Kosovo Government, NGOs, civil society, relevant local and international authorities and organisations dealing with human rights;
- To propose assistance, where necessary, to Kosovo institutions for proper implementation of international and national documents in the area of human rights;
- To analyse the human rights 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 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. at Bachelor's level. The qualification should be in the field of Law; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- Professional experience in qualified legal work and in human rights.
- Experience in legal research and analysis paired with excellent legal drafting skills.
- Experience in working with the judiciary and/or law enforcement agencies from a human rights perspective;
- Experience in case work/processing and complaints handling.

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.

6. Desirable Qualifications and Experience:

- Completion of Masters, PhD or other post-degree studies in human rights and/or European Union Law issues.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Good interpersonal and team-working skills;
- Knowledge of Albanian and/or Serbian language.

Position Name: Prosecutor	Employment Regime: Seconded	
Ref. Number: EK 30077 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: March 2018
Component/Department/Unit: Executive Division/ Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor)/ SPRK/Basic Prosecution Office Mitrovica	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX KOSOVO Prosecutor).

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 particular with regard to the investigation and prosecution of cases falling within the Mission's executive mandate, in the Kosovo prosecution office to which they are assigned;
- To build Kosovo capacities in his/her field of expertise through the cooperation with Kosovo counterparts, especially in mixed teams, and in the form of peer-to-peer cooperation by exchanging views and sharing best European practices, on an individual basis as well as with regards to all aspects of prosecutorial functions;
- Readiness to travel.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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 5 years of experience as full-time prosecutor acting in criminal cases, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

N/A

6. Desirable Qualifications and Experience:

- Ability to perform under stress and in difficult circumstances.

7. Desirable Knowledge, Skills and Abilities:

N/A

Position: Liaison/Coordination Officer	Employment Regime: Seconded	
Ref. Number: EK 30112 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: May 2018
Division/Department/Unit: Executive Division/ Executive Police/ Office of the Deputy Head of Executive Division (Head of Executive Police)	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main 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 collect, disseminate and file information as required;
- To coordinate reporting and planning tasks and correspondence in the Executive Division (Police) including a quality control;
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports;
- To maintain an accurate system for recording all reports of the Office of the Deputy Head of Executive Division (Head of Executive Police);
- 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 undertake any other tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

A level of secondary education attested by a diploma and either relevant specialised training or relevant professional experience of at least 5 years, after having fulfilled the education

requirements; AND full-time police experience, preferably serving within a Police Command and Control Centre involving intelligence and pro-active policing operations.

5. Essential Knowledge, Skills and Abilities:

N/A

6. Desirable Qualifications and Experience:

- Experience in criminal investigation and proven liaison skills;
- Military background.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

Position: Intelligence Researcher/ Database Input Officer	Employment Regime: Seconded	
Ref. Number: EK 30124 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: May 2018
Division/Department/Unit: Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence/Analytical and Technical Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: 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 the Mission executive mandate;
- To work with the Desk Office Team in EUOCI and provide research assistance to the analysts and intelligence officers as well as introducing data material into the intelligence database;
- To research open and internal sources of information and all relevant databases and records;
- To liaise closely with intelligence officers within the Office and other police officers and departments to encourage the free flow of information;
- To follow EUOCI policy regarding security of information;
- To disseminate current information that may be of operational assistance;
- To undertake any other related tasks as requested by the Chief of EUOCI.

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

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

- Extensive practical experience in intelligence data research including Open Source.

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).

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:

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

Position: Regional Criminal Intelligence Officer	Employment Regime: Seconded	
Ref. Number: EK 30128 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence	Security Clearance Level: EU SECRET	Open to Contributing Third States: 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.

Position: Operations Officer of International Police Cooperation Unit	Employment Regime: Seconded	
Ref. Number: EK 30131 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: May 2018
Component/Department/Unit: Executive Division/Executive Criminal Investigations Department/ International Police Cooperation Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Operations Officer of the International Police Cooperation Unit reports to Chief of International Police 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) in the area of the Mission executive mandate, ensuring relations with Interpol and Europol;
- To provide relevant support for the operational requirements of the Head of Executive Criminal Investigations Department (ECID), and of other Units of ECID;
- 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 International Police Cooperation Unit.

3. Mission Specific Tasks and Responsibilities:

- To maintain cooperation and communication with the competent services of Interpol, Europol and ILECU (Kosovo Police International Police Cooperation Unit);
- To cooperate with Kosovo Police (KP) offices and judicial authorities regarding vehicle crime matters;
- To maintain the database associated with requests to and from the Criminal Investigations Department (ECID), Kosovo Police (KP) offices and Interpol, Europol, ILECU and third countries;
- To manage everyday routine operation and services of the Interpol NCB and future Europol “national contact point”.

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, Political, Social Sciences, Public Administration or other related fields OR equivalent Police/Military Academy education; AND

- A minimum of 5 years of relevant professional experience in International Police Cooperation, after having fulfilled the education requirements;
- Senior Law Enforcement Officer;
- At least 5 years of working experience with Interpol, Europol, SIRENE, Bi-lateral cooperation and with mutual assistance;
- Background in organised crime investigations and experience of the intelligence function, International policing experience, international cooperation agreements.

5. Essential Knowledge, Skills and Abilities:

- Working knowledge of cooperating with other entities (FRONTEX, SELEC centres, ILECU project, Embassies, etc.);
- Proficient with access into the I-24/7 Interpol database and SIENA system;
- Very good interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience:

- Authorised to carry and issued a personal weapon.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Readiness to work in Pristina or Mitrovica.

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

Position: Organised Crime Investigation Officer	Employment Regime: Seconded	
Ref. Number: EK 30137 Confirmed Vacancies: 1 Pending Vacancies: 2	Location: Western Balkans Region (Kosovo)	Availability: 1 in February 2018 2 in March 2018
Component/Department/Unit: Executive Division/ Executive Criminal Investigations Department/ Organised Crime Investigation Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: 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.

Position: War Crimes Investigator	Employment Regime: Seconded	
Ref. Number: EK 30138 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/Executive Criminal Investigations Department/ War Crimes Investigation Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: 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.

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

Position: Forensic Doctor	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 30086 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division/ Institute of Forensic Medicine	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Forensic Doctor reports to the Deputy Director of the Institute of Forensic Medicine.

2. Main Tasks and Responsibilities:

- To ensure that services provided by local forensic medicine staff are up to European standards;
- To mentor and train on the job the work of the local medical death investigators and the local forensic nurses;
- To perform medico-legal investigations of death and clinical forensics whenever required (sensitive cases, cases under International Prosecutors, ICTY cases);
- To give expert medical advice where pertinent to forensic investigation;
- To give evidence in court on findings of the autopsies and other examinations;
- To intervene when necessary;
- To advise the Co-Head of Department of Forensic Medicine on relevant issues.
- To give expert testimony evidence in court;
- To undertake any other related tasks as requested by the Deputy Director of the Institute of Forensic Medicine.

3. Mission Specific Tasks and Responsibilities:

- To mentor and train on the job local forensic doctors with medico-legal investigations of death and clinical forensic examinations as required by the Kosovo judicial system.

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: Medic, specialisation in Forensic Medicine; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;

- Extensive hands-on experience and knowledge of death investigations, including autopsy and other forensic examinations.

5. Essential Knowledge, Skills and Abilities:

N/A

6. Desirable Qualifications and Experience

- Experience of teaching/training others in forensic and medical subjects;
- Driving license of category C.

7. Desirable Knowledge, Skills and Abilities:

- Very good interpersonal and communication skills, both written and oral in English;
- Ability to perform under stress and in difficult circumstances;
- Ability to explain complex scientific concepts to a wide audience.

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

Position: EU Office for Criminal Intelligence Analyst	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. Number: EK 30123 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Executive Division/ Executive Criminal Investigations Department/ EU Office for Criminal Intelligence/Analytical and Technical Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: 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.

Position: IT Forensics Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level
Ref. number: EK 30139 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Executive Division / Executive Criminal Investigations Department / Organised Crime Investigation Unit	Security Clearance Level: EU SECRET	Open to contributing third States: 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.

Position: Mission Security Officer	Employment Regime: Seconded / Contracted	Post Category: Mission Support - Assistant Level (MSAL)
Ref. Number: EK 30329 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: February 2018
Component/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 (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.