EUROPEAN EXTERNAL ACTION SERVICE

Amendment 1 - Annex 1

European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 1-2019 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**	**Total Vacancies**	**Availability**
	Seconded					
	EK 40002	Deputy Head of Mission	0	1	1	24-Oct-19
	EK 40005	Gender Advisor	0	1	1	ASAP
	EK 40021**	International Secretary to the Chief of Staff	1	0	1	31-Oct-19
	EK 40024	Chief Joint Operations Room	0	1	1	08-Sep-19
	EK 40026	Joint Operations Officer/Security and Safety Department	0	1	1	15-Sep-19
	EK 40028	Programme Manager	1	1	2	ASAP
	EK 40052	Special Liaison Intelligence Officer	0	1	1	ASAP
	EK 40054	Intelligence Researcher/ Database Input Officer	0	1	1	18-Aug-19
	EK 40055	Desk Officer/ Office Manager	0	1	1	ASAP
	EK 40058	Team Leader of International Police Cooperation Unit	0	1	1	ASAP
	EK 40093	War Crimes Monitor	0	2	2	ASAP, 13-Oct-19
	EK 40095	Serious Crime Monitor	0	1	1	ASAP

Job Titles/ Vacancy Notice:	**Seconded/Contracted**					
	EK 40046	Forensic Doctor	0	1	1	ASAP
	EK 40048**	Forensic Anthropologist/ Identification Coordinator	1	0	1	31-Oct-19
	EK 40087	Correctional Monitor	0	1	1	ASAP
	EK 40122	Head of Human Resources Office	1	0	1	01-Sep-19
	EK 40125**	Weapons and Firearms Instructor/Armourer	1	0	1	31-Oct-19
	EK 40145	IT Officer (Software/Databases)	0	1	1	ASAP
	EK 40155	Senior Mission Security Officer	1	0	1	ASAP
	EK 40159	Close Protection Operator	0	2	2	08-Sep-19
	EK 40161	Mission Security Officer	0	2	2	ASAP, 08-Sep-19
	EK 40200*/**	Customs & Integrated Border Management Senior Adviser	1	0	1	31-Oct-19
Deadline for Applications:	**21 June 2019 at 17:00 hours (Brussels time)**					
Applications must be submitted to:	**1 - For seconded candidates by EU Member States:** **https://goalkeeper.eeas.europa.eu/registrar/** **2 - For contracted candidates from EU Member States:** **https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do** **3 - For seconded and contracted candidates from Contributing Third States:** **cpcc.eulexkosovo@eeas.europa.eu**					
Information:	For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC) **Mr Andre Konze** **cpcc.eulexkosovo@eeas.europa.eu**					

*This position is for a temporary deployment to the Dialogue Support Unit, the duration of the employment contract is subject to a decision to be taken by Mission's Supervising Authority.

**The post is currently occupied by a UK national. The availability of this position is subject to the outcome of the BREXIT negotiations and/or guidance given by CPCC.

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[1].

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.

[1] Canada, Norway, Switzerland and United States of America

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

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

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

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

Training – e-Hest[3] 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. <u>Recommended Requirements</u>

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.

[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

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 from **25 June to 16 July 2019**.

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: Deputy Head of Mission	**Employment Regime**: Seconded	
Ref. Number: EK 40002 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 24-Oct-19
Pillar/Department/Unit: Office of the Head of Mission	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** No

1. Reporting Line:
The Deputy Head of Mission reports to the Head of Mission.

2. Main Tasks and Responsibilities:
- To support the Head of Mission in commanding, managing and directing EULEX KOSOVO activities and operationalise the Mission's mandate and tasks as set out in the planning documents;
- To deputise for the Head of Mission in latter's absence;
- To act as the primary interlocutor - on senior management level - for National Contingent Leaders/National Points of Contact on matters falling within the scope of action of the NCL/NPC;
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming;
- To ensure security and discipline of Mission staff, including internal investigations in line with the relevant rules and procedures;
- To undertake any other related tasks as requested by the Head of Mission.

3. Mission Specific Tasks and Responsibilities:
- To support the Head of Mission in ensuring the Pillars deliver on the Mission's mandate and tasks as set out in planning documents and instructions issued by the Head of Mission;
- To act as main Point of Contact for the Specialist Chambers (SC) and Specialist Prosecutor's Office (SPO);
- To act as Head of Operations on the ground for all support measures requested by the SC and SPO which includes planning and conduct of operations;
- To support the Head of Mission in liaising with the Kosovo authorities, international organisations and diplomatic representations.

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, Social Sciences or Business Administration OR equivalent and attested police education; AND
- At least 15 years of relevant and proven full-time professional experience including at least 5 years of experience at senior management level, after having obtained the relevant degree/qualification;
- Experience leading large and sensitive police operations in an international environment;
- International experience, particularly in relation to crisis areas and multi-national and international organisations.

5. Essential Knowledge, Skills and Abilities:

- Organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to plan, execute and lead sensitive police operations in a large Mission with different professional backgrounds;
- Interpersonal and communications skills, familiarity with diplomatic protocol;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Working knowledge of political, cultural and security situation and crisis management questions related with Balkans, particularly with Kosovo.

6. Desirable Qualifications and Experience:

- Experience in national or international assignments within staff functions, in particular planning and organisation of crisis management Missions.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the functioning of the EU, in particular Common Foreign and Security Policy, including CSDP Policy;
- Knowledge of civilian CSDP Missions.

Position: Gender Advisor	**Employment Regime**: Seconded	
Ref. Number: EK 40005 Confirmed Vacancies:1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Pillar/Department/Unit: Office of the Head of Mission/ Head/Deputy Head of Mission Secretariat	**Security Clearance Level**: No Personnel Security Clearance is needed	**Open to Contributing Third States:** Yes

1. Reporting Line:

The Gender Advisor reports to the Head of Mission (HoM)/ Deputy Head of Mission (DHoM).
This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To provide strategic advice to the Head of Mission (HoM) / Deputy Head of Mission (DHoM) on developing, implementing, monitoring and evaluating the Mission's strategy on gender mainstreaming;
- To advise HoM/DHoM on the mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on 'Women, Peace and Security;
- To undertake systematic gender analysis of all aspects of the implementation of the Mission mandate, and provide when needed technical advice and expertise to mission Sections on how to mainstream a gender perspective into relevant policy, programmes and activities;
- To provide support to Gender Focal Points and coordinate the Gender Focal Points network;
- To provide inputs into relevant Mission reports, in coordination with relevant sections within the Mission as well as with other relevant external and civil society actors;
- To advise on and provide regular trainings to staff on issues of gender and security;
- To document and share best practices and lessons learned on gender mainstreaming in the Mission;
- To undertake any other related tasks as requested by the HoM / DHoM.

3.1 Mission Specific Tasks and Responsibilities:

- To cooperate closely with the relevant Kosovo authorities in enhancing gender mainstreaming in Kosovo and encourage local authorities to implement a gender-sensitive policy;
- To liaise with the EU Office in Kosovo and with relevant bodies of the European Union in matters of gender mainstreaming relevant for CSDP missions;
- To advise the relevant Kosovo authorities in promoting and applying a professional and gender-sensitive management culture and working environment;
- To liaise and cooperate with other relevant international stakeholders (such as UN Women, UNMIK, KFOR, OSCE) and local stakeholders such as the Agency for Gender Equality and women's organisations on gender-mainstreaming issues. Liaise with the Mission monitors related to sexual and gender based violence.

3.2 Core Responsive Tasks and Responsibilities:

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity 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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in the fields of Law or Social Science; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- At least 5 years of experience working with gender issues in an international context;
- Experience in research and analysis in the field of gender studies paired with drafting skills in English.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of the policy framework pertaining to gender, peace and security as relevant to the EU and in particular to CSDP Missions;
- Understanding of gender analysis and gender mainstreaming strategies;
- Documented skills on drafting and reporting;
- Networking and coordination skills;
- Motivated and flexible personality.

6. Desirable Qualifications and Experience:

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

7. Desirable Knowledge, Skills and Abilities:

- Interpersonal skills with the ability to work in a multi ethnic/cultural environment without prejudices and predispositions;
- Ability to perform under stress and in difficult circumstances.

Position: International Secretary to the Chief of Staff	**Employment Regime**: Seconded	
Ref. Number: EK 40021** Confirmed Vacancies: 0 Pending Vacancies: 1	**Location:** Western Balkans Region (Kosovo)	**Availability:** 31-Oct-19
Pillar/Department/Unit: Office of the Chief of Staff	**Security Clearance Level**: EU SECRET or equivalent	**Open to Contributing Third States:** Yes

1. Reporting Line:
The International Secretary to the Chief of Staff reports to the Chief of Staff.

2. Main Tasks and Responsibilities:
- To assist the Chief of Staff (CoS) with daily tasks;
- To manage the calendar of meetings and appointments of the CoS;
- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems;
- To take minutes at meetings and conferences, as well as to prepare draft reports and documents for the CoS;
- To receive and distribute all correspondence as routed by the Head of Mission as appropriate;
- To manage all travel schedules for the CoS, including liaising with the Mission Support Department for flight reservations, entitlements, etc.;
- To check and ensure that sufficient stock of stationary materials are kept in the office for usage by all staff;
- To issue invitations by phone and in writing, and to book facilities, etc.;
- To ensure the proper handling of confidential documentation and related information passing into, out of, and through the Office of the CoS;
- To undertake any other related tasks as required by the CoS.

3. Mission Specific Tasks and Responsibilities:
- To monitor attendance, sick leave and annual leave of all staff in the Pool of Interpreters/Translators.

4. Essential Qualifications and Experience:
- A level of secondary education attested by a diploma in Administration, Secretarial Studies or similar field; AND
- A minimum of 3 years of professional experience after having fulfilled the secondary education;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in a CSDP Mission.

5. Essential Knowledge, Skills and Abilities:
- Drafting and reporting skills;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision.

6. Desirable Qualifications and Experience

- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

7. Desirable Knowledge, Skills and Abilities:

- 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: Chief Joint Operations Room	**Employment Regime**: Seconded	
Ref. Number: EK 40024 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 08-Sep-19
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 Center/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;
- Analytical, organisational, planning, and time-management skills;
- 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 / Safety & Security Department (SSD)	**Employment Regime**: Seconded	
Ref. Number: EK 40026 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 15-Sep-19
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: Programme Manager	**Employment Regime**: Seconded	
Ref. Number: EK 40028 Confirmed Vacancies: 1 Pending Vacancies: 1	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Pillar/Department/Unit: Office of the Chief of Staff/ Planning and Reporting Office	**Security Clearance Level**: No Personnel Security Clearance is needed	**Open to Contributing Third States:** Yes

1. Reporting Line

The Programme Manager reports to the Head of Planning and Reporting Office.

2. Main Tasks and Responsibilities

- To assist Operations and Monitoring Pillars in writing the follow-up on operational objectives, tasks and impact indicators for the duration of the Mission mandate;
- To assist Operations and Monitoring Pillars in the establishment of the Mission Implementation Plan (MIP) by drafting MIP actions that include baseline, activities, expected results and outcome indicators that will be updated on a six-monthly basis;
- To monitor the quality of the monthly MIP reports uploaded in the information system and provide feedback to Operations and Monitoring Pillars;
- To provide regular feedback to senior management on the implementation of MIP actions;
- To evaluate MIP actions for the benchmarking annex of the six-monthly report with an emphasis on trends, evaluation of developments, lessons learnt, and best practices;
- To undertake any other related tasks as required by the Head of the Planning and Reporting Office.

3. Mission Specific Tasks and Responsibilities

- To assist in the coordination with the EU Office in Kosovo and other relevant stakeholders mainly on the MIP, to avoid duplication of efforts and maximise synergies.

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 Project Management, Public Administration or other related university studies; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the educational requirements;
- Proven operational planning/project management experience in a national or international context;
- Professional experience in monitoring and evaluation;
- Interpersonal and communication skills, both written and oral.

5. Essential Knowledge, Skills and Abilities:

- Analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Report drafting skills.

6. Desirable Qualifications and Experience

- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Experience in liaison with police, the judiciary, prosecution and customs authorities.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Stabilisation and Association Process, Instrument for Pre-Accession (IPA) Projects, and EU approximation processes in Kosovo;
- Understanding of rule of law procedures and institutional building.

Position: Special Liaison Intelligence Officer	**Employment Regime**: Seconded	
Ref. Number: EK 40052 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Pillar/Department/Unit: Operations Pillar/ Criminal Intelligence and 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 Special Liaison Intelligence Officer 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 be responsible for intelligence collection, protection analysis and dissemination of intelligence received from a variety of sensitive sources;
- To undertake liaison with the military, the law enforcement and other external parties to ensure intelligence capabilities are maximized in support of the Office of the Head of Criminal Intelligence and Cooperation Unit (CICU) objectives;
- To ensure that material generated is handled in accordance with existing procedures and guidelines;
- To brief both internal and external agencies as required;
- To develop and update procedures for the SLU in order to maximize intelligence opportunities for the Unit;
- To provide advice in joint operations with other parties;
- To undertake any other related tasks as requested by the Chief of Office of the Head of CICU.

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 or Military training;
- A minimum of 5 years of relevant professional police/military 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:

N/A

6. Desirable Qualifications and Experience:

- Military background and familiarity with military structures and terminology;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal intelligence.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Intelligence Researcher/ Database Input Officer	**Employment Regime**: Seconded	
Ref. Number: EK 40054 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 18-Aug-19
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 Researcher/ Database Input Officer 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 work with the Analytical and Technical Office Team within the Criminal Intelligence and Cooperation Unit (CICU) 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 staff members of the Operations Pillar to encourage the free flow of information;
- To follow CICU 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 Head of CICU.

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;
- 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:

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

Position: Desk Officer/ Office Manager	**Employment Regime**: Seconded	
Ref. Number: EK 40055 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Operations Pillar/ Criminal Intelligence and Cooperation Unit/ Analytical & Technical Office	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** No

1. Reporting Line:
The Desk Officer/ Office Manager reports to the Head of Criminal Intelligence and Cooperation Unit (CICU).

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 act as the focal point for receiving, developing and disseminating information/intelligence in accordance with the Criminal Intelligence and Cooperation Unit (CICU) policy;
- To maintain records in order to assist in the provision of information management;
- To provide quality control and to ensure that it complies with the CICU policy;
- To act as the Office Manager with direct responsibility for the daily operations of the CICU and to be the Line Manager for staff in the Research Cell;
- To maintain and develop a wide range of contacts with individuals and organisations;
- To liaise with Intelligence Officers;
- 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 requested by the Team Leader International Police Cooperation Unit.

3. Mission Specific Tasks and Responsibilities:
N/A

4. Essential Qualifications and Experience:
- Level of secondary education attested by a diploma complemented by police training;
- A minimum of 5 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:
N/A

6. Desirable Qualifications and Experience:
- Understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience with EUROPOL information exchange mechanisms;
- Experience in criminal intelligence.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Team Leader of International Police Cooperation Unit	**Employment Regime**: Seconded	
Ref. Number: EK 40058 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Operations Pillar/ Criminal Intelligence and Cooperation Unit/ International Police Cooperation Unit	**Security Clearance Level**: EU SECRET or equivalent	**Open to Contributing Third States:Yes**

1. Reporting Line:

Team Leader of International Police Cooperation Unit reports to the Head of Criminal Intelligence and Cooperation Unit.

2. Main Tasks and Responsibilities:

- To direct and supervise the work of International Police Cooperation Unit;
- 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 Operations Pillar mandate, ensuring relations with Interpol and Europol and ILECU (Kosovo Police International Police Cooperation Unit);
- To ensure the Unit´s support, in its field of responsibility, for the operational requirements of the Head of Criminal Intelligence and Cooperation Unit;;
- 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 maintain cooperation and communication with the competent services of Interpol, Europol and ILECU (Kosovo Police International Police Cooperation Unit);
- To liaise closely with the relevant Kosovar and external stakeholders.

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 and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience in International Police Cooperation, out of which a minimum of 5 years at a management level, after having fulfilled the education requirements;

- Senior Law Enforcement Officer;
- Working experience with Interpol, Europol, SIRENE, Bi-lateral police cooperation and in 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.);
- 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;

Position: War Crimes Monitor	**Employment Regime**: Seconded	
Ref. Number: EK 40093 Confirmed Vacancies: 2 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 1 vacancy: ASAP, 1 vacancy: 13-Oct-19
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	**Security Clearance Level**: EU CONFIDENTIAL or equivalent	**Open to Contributing Third States:** Yes

1. Reporting Line:

The War Crimes 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 provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- 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 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 focus the monitoring on strategic, tactical and operational level of organized crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- 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;
- 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 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;
- Research and analytical skills.

7. Desirable Knowledge, Skills and Abilities:

- Albanian and/or Serbian language skills;
- 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:** ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	**Security Clearance Level**: EU CONFIDENTIAL or equivalent	**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;
- Research and analytical skills.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Forensic Doctor	**Employment Regime**: Seconded/Contracted	**Post Category:** Expert
Ref. Number: EK 40046 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/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 Doctor reports to the Deputy Director of the Institute of Forensic Medicine.

2. Main Tasks and Responsibilities:
- To perform medico-legal investigations of death and to assist in the area of forensic medicine whenever required by the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To give expert testimony evidence in court on findings of the autopsies and other examinations;
- To give evidence in court on findings of the autopsies and other examinations;
- To advise the Co-Head of Department of Forensic Medicine on relevant issues;
- To undertake any other related tasks as requested by the Deputy Director of the Institute of Forensic Medicine.

3. Mission Specific Tasks and Responsibilities:
- The Forensic Doctor should be willing to perform tasks in location other than Kosovo;
- This is a part-time job whereby the Forensic Doctor will perform his/her duties as described above whenever required but no more than three months per year.

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: Medicine, specialisation in Forensic Medicine; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Hands-on experience of death investigations, including autopsy and other forensic examinations**.**

5. Essential Knowledge, Skills and Abilities:
- Knowledge of death investigations, including autopsy and other forensic examinations**.**

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:
- 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: Forensic Anthropologist/ Identification Coordinator	**Employment Regime**: Seconded/Contracted	**Post Category:** Expert
Ref. Number: EK 40048 Confirmed Vacancies: 0 Pending Vacancies: 1	**Location:** Western Balkans Region (Kosovo)	**Availability:** 31-Oct-19
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.

Position Name: Correctional Monitor	**Employment Regime**: Seconded/Contracted	**Post Category:** Mission Support - Assistant Level (MSAL)
Ref. Number: EK 40087 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Pillar/Department/Unit: Monitoring Pillar/ Correctional Unit	**Security Clearance Level**: No Personnel Security Clearance is needed	**Open to Contributing Third States:** Yes

1. Reporting Line:
The Correctional Mobile Monitor reports to the Chief Correctional Unit/Advisor to the Head of Kosovo Correctional Services.

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

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

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

5. Essential Knowledge, Skills and Abilities:

- Interpersonal and communication skills, both written and oral;
- Team player with drive and the ability for innovative thinking and problem-solving;
- Ability to acquire, analyse and manage information from a variety of sources.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: Head of Human Resources Office	**Employment Regime**: Seconded/Contracted	**Post Category:** Expert
Ref. Number: EK 40122 Confirmed Vacancies: 0 Pending Vacancies: 1	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01-Sep-19
Pillar/Department/Unit: Mission Support Department/ Human Resources Office	**Security Clearance Level**: EU SECRET or equivalent	**Open to Contributing Third States:** Yes

1. Reporting Line:

The Head of Human Resources Office reports to the Head of Mission Support Department.

This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Human Resources Office;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for the setting up and implementation of relevant Mission internal strategies, policies and procedures;
- To ensure an effective and transparent human resources planning and recruitment process;
- To ensure a fair, effective and transparent performance appraisal process;
- To ensure an effective and efficient human resources administration process;
- To support the Mission management in implementing the Mission's mandate in accordance with the Mission key documents and ensuring effective training activities for staff members and other relevant support during their tenure;
- To ensure that line managers of the Mission get the necessary advice and support in human resources matters;
- To coordinate as appropriate with the EEAS (CPCC) and the EU Commission (FPI) as well as with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To ensure timely reporting to the Mission management and the EEAS (CPCC) on Human Resources related issues;
- To act as a key interlocutor with staff and their representatives, such as the Staff Committees and National Contingent Leaders/National Points of Contact, on matters affecting staff members, and to facilitate bringing closer the concerns of staff to senior management;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Head of Mission Support Department.

3.1 Mission Specific Tasks and Responsibilities:

- To plan and execute Mission's downsizing process in accordance with strategic guidance from CPCC and the Mission's senior management.

3.2 Core Responsive Tasks and Responsibilities:

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;

- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; The qualification should be in the field of Social Sciences, Human Resources, Business Administration or other related university field; AND
- A minimum of 10 years of relevant professional experience, out of which a minimum of 3 years of experience at management level, after having fulfilled the education requirements;
- Proven experience in staff development and training.

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Problem solving skills;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- Organisational and interpersonal skills;
- Communication skills, both written and oral.

6. Desirable Qualifications and Experience:

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge and/or experience in strategic management and/or public administration.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Understanding of the political, cultural and security situation in the Balkans, in particular Kosovo.

Position: Weapons and Firearms Instructor/Armourer	**Employment Regime**: Seconded/Contracted	**Post Category:** Mission Support – Assistant Level
Ref. Number: EK 40125** Confirmed Vacancies: 0 Pending Vacancies: 1	**Location:** Western Balkans Region (Kosovo)	**Availability:** 31-Oct-19
Pillar/Department/Unit: Mission Support Department/Human Resources Office	**Security Clearance Level**: No Personnel Security Clearance is needed	**Open to Contributing Third States:** Yes

1. Reporting Line:
The Weapons and Firearms Instructor/Armourer reports to the Head of Human Resources Office.

2. Main Tasks and Responsibilities:
- To support, assist and advise the Head of Human Resources Office on all training and evaluation issues pertinent to weapons and firearms;
- To assist in the conceptual development of internal standards and guidelines for weapons and firearms training;
- To plan, organise and deliver weapons and firearms training;
- To produce training materials;
- To evaluate and prepare summaries and analytical reports on weapons/firearms training activities;
- To document and ensure proper record of shooting training and tests, including use of ammunition;
- To conduct regular assessment of weapons handling and shooting skills of armed Mission staff, as well as perform their certification and recertification where applicable;
- To ensure firing sites/ranges are maintained in the required conditions, taking into consideration the security & safety standards relevant to shooting training;
- To coordinate the use of available shooting ranges;
- To facilitate the smooth and accountable operations of the Mission designated armouries. to assist in identifying Mission armoury needs and provide technical support in his/her area of responsibility to staff members;
- To facilitate the 24 hour, 7 days a week, duty cover and access to the Mission's armouries;
- To conduct technical assessment of Mission owned weapons and firearms and to ensure a high operational effectiveness and equipment husbandry of all such associated equipment under his/her control;
- To maintain relevant Health & Safety principles in relation to the areas of his/her responsibility.
- To facilitate training needs analysis and reviews upon direction, in relation to the Missions use of force policy, defensive tactics and firearms training in compliance with the Mission OPLAN and SOP's;
- To coordinate import and export procedures of all firearms and ammunition into/from the Mission area;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To participate in the recruitment of other training and firearms specialists throughout the Mission;
- To contribute to the development of the Mission security policies and procedures in regards of weapons and firearms;
- To undertake any other related tasks as requested by the Head of Human Resources Office.

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 or Military Training; AND
- A minimum of 6 years of professional military/police/security experience, after having fulfilled the education requirements out of which:
- A minimum of 5 years of documented experience, excellent knowledge and proven skills in the area of delivering firearms training, including a high standard of physical fitness;
- A minimum of 2 years of experience delivering training to an international audience;
- Experience and formal qualifications from a military/police/security institution within the field of Training together with demonstrated technical knowledge of the aspects of Security Training development and within the field of maintenance and/or technical assessment of firearms;
- Pistol & Rifle Instructor certification/accreditation from a recognized institution.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of applicable international standards/best practices and human rights regulations relevant to the use of firearms and use of force;
- Technical knowledge of side arms and long barrelled weapons.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and/or international organisation;
- Training in teaching and maintenance of the Mission owned weapons systems, such as HK G36 rifles and Glock pistols;
- Category C driving license.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances.

Position: IT Officer (Software/Databases)	**Employment Regime**: Seconded/Contracted	**Post Category:** Mission Support Staff – Management Level (MSML)
Ref. Number: EK 40145 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Pillar/Department/Unit: Mission Support Department/ Technical Services/ Communication and Information Systems Unit	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** No

1. Reporting Line:

The IT Officer (Software/Databases) reports to the Chief of Communication and Information Systems Unit.

2. Main Tasks and Responsibilities:

- To plan, analyse, design, programme, implement and support web-based and desktop applications.
- To develop detailed software specifications, functional specifications and user documentation for these systems;
- To maintain and improve the Mission's software applications, web-based and desktop;
- To plan, design and develop complex databases;
- To provide assistance and mentoring to Mission members in the handling of complex and no-routine problems related to applications;
- To write and implement efficient code;
- To develop quality assurance procedures;
- To deploy software tools, processes and metrics;
- To troubleshoot problems and provide assistance with the requests for changes in the software programs;
- To monitor and supervise the work of the software developers;
- To work in coordination with the other IT Officers;
- To undertake any other related tasks as requested by the Chief of Communication and Information Systems 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 the field of Software/Database Development or other related university studies; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in software/database development, design, management and implementation of complex database systems and software applications.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of software development technologies and programming languages such as Microsoft Visual Studio (version 2013 or higher), Visual Basic, C#, HTML and Java Script;
- Knowledge of database development using Microsoft SQL Server (2012, 2014, 2016);
- Knowledge of the source code management using Microsoft Team Foundation Server;
- Communication skills – both written and verbal;
- Ability to learn new technologies quickly;
- Analytical skills;
- Ability to communicate complex procedures to the other colleagues;
- Attention to details;

6. Desirable Qualifications and Experience

- Certifications in database and software development technologies and programming languages;
- 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;
- Be familiar with AGILE terminology and SCRUM.

Position: Senior Mission Security Officer	**Employment Regime**: Seconded/Contracted	**Post Category:** Expert
Ref. Number: EK 40155 Confirmed Vacancies: 0 Pending Vacancies: 1	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Division/Department/Unit: Security and Safety Department (SSD)	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** No

1. Reporting Line:

The Senior Mission Security Officer reports directly to the Head of Mission (HoM), while maintaining close function relationship with the CPCC Duty of care / Security Office. He ensures that the Deputy HoM and Chief of Staff are kept fully informed on a need-to-know-basis.

This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To direct and supervise the work of the Department and to ensure it delivers on the Mission mandate and tasks as set out in planning documents, CONOPS, OPLAN, and the MIP and instructions issued by the Chief of Staff (CoS);
- To advise the Head of Mission, senior Mission management and other parts of the Mission on all security matters that affect the Mission, its assets, personnel and information;
- To provide advice and assistance, and implement measures related to security matters, as well as on all aspects of the Mission work that have security and safety implications;
- To be responsible, in line with the EU's Field Security Policy (EUFSP) and its supporting documents, for the continued development, implementation and updating of the Mission security plans including an effective warden and movement of personnel system;
- To coordinate the drafting of security policies and procedures, related to security issues;
- To ensure that the security policies and procedures are followed as per Mission Standard Operation Procedures;
- To ensure timely and accurate security reporting, including real time reporting from potential trouble spots;
- To ensure personal security advice is given to Mission staff as required;
- To ensure an effective system of security reviews in relation to Mission property and buildings and recommend changes if necessary;
- To identify staff training needs in security related areas in cooperation with the training officer(s), in line with standards set by the EUFSP and supporting documents;
- To develop professional contacts with NATO/KFOR, local police and security managers of other international organisations;
- To work in close cooperation with the Mission Support Department in matters related to the purchasing of necessary security related equipment and services;
- To liaise with the GSC Security Office on all matters foreseen by the EUFSP and supporting documents;
- To undertake any other related tasks as requested by the HoM.

3.1 Mission Specific Tasks and Responsibilities:

N/A

3.2 Core Responsive Tasks and Responsibilities:

The SMSO participates or proposes amongst his/her Department an ad hoc security expert to act as a Member of the Core Responsiveness Capacity, who, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity 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 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 Security, Emergency Management 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;
- Experience in safety and security and in the development of relevant policies and procedures.

5. Essential Knowledge, Skills and Abilities:

- Driving license of Category C.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorised to carry and issued a personal weapon.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

Position: Close Protection Operator	**Employment Regime**: Seconded/Contracted	**Post Category:** Mission Support Staff – Assistant Level (MSAL)
Ref. Number: EK 40159 Confirmed Vacancies: 2 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 08-Sep-19
Pillar/Department/Unit: Security and Safety Department/ Mission Security/ Close Protection Unit	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** No

1. Reporting Line:
The Close Protection Operator reports to the Chief of Close Protection Unit.

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

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

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

- Advanced driving training (defensive driving).

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

6. Desirable Qualifications and Experience:
- Trained and certified as a shooting instructor;
- Operational experience as a Medic.

7. Desirable Knowledge, Skills and Abilities:
N/A

Position: Mission Security Officer	**Employment Regime**: Seconded / Contracted	**Post Category:** Mission Support - Assistant Level (MSAL)
Ref. Number: EK 40161 Confirmed Vacancies: 2 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 1 vacancy: ASAP 1 vacancy: 08-Sep-19
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, 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.

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: Customs & Integrated Border Management (IBM) Senior Advisor	**Employment Regime**: Seconded/Contracted	**Post Category:** Expert
Ref. Number: EK 40200*/** Confirmed Vacancies: 0 Pending Vacancies: 1	**Location:** Western Balkans Region (Kosovo)	**Availability:** 31-Oct-19
Pillar/Department/Unit: Monitoring Pillar/ Dialogue Support Unit	**Security Clearance Level**: EU SECRET or equivalent	**Open to Contributing Third States:** Yes

1. Reporting Line:

The Customs & Integrated Border Management (IBM) Senior Advisor 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(MMA) local counterparts on the strategic and operational level with regard to integrated border management;
- 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 support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions in the area of border security, anti-smuggling and risk assessment through the improvement in strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc. and propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- 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 counterparts;
- To ensure compliance with instructions/directions 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 undertake any other tasks required by the Head of Monitoring Pillar.

3. Mission Specific Tasks and Responsibilities:

- To monitor, mentor and advise the Kosovo Customs (KC) Director General and Border Police (KBP) Director and their respective management teams on the strategic and operational management of borders;
- To guide and assist the National IBM Coordinator, KC Director General, KPB Director and Kosovo Food and Veterinary Agency (F&VA) Director in meeting the requirements of the new Kosovo National IBM Strategy and Action Plans – 2018 to 2023;
- To advise the relevant interlocutors on the management and development of customs & border control regimes, introducing working methods aimed at maximising the efficiency of customs and border security checks, whilst ensuring movement of persons and effective trade facilitation;
- To advise and assist KC Director General and KPB Director in improving the capability of their respective border control officers to detect all forms of border crimes, including: smuggling offences, human trafficking, irregular migration, and customs frauds etc.;

- To assist in the further development and enhanced implementation of effective risk analysis, selectivity, profiling and targeting systems, at all BCPs/CCPs; the application of the 'One-Stop' controls; coordinated/joint border patrols; effective exchange of information; and cross-border cooperation/operations;
- To assist Kosovo Customs Director General and KBP Director with the 'Dialogue Technical Protocol for Implementation of the IBM Agreed Conclusions' for six Kosovo/Serbia Co-located Crossing Points;
- To advise and assist with the further development of the National Centre for Border Management (NCBM), allowing for the 'real-time' sharing of relevant information;
- To contribute to the implementation of memorandums of understanding, agreements/protocols related to the exchange of information between border agencies, both national and international;
- To guide and assist the Ministers of Internal Affairs and Finance decision-making process from the IBM Border Control/Risk Management perspective;
- To guide and assist in developing border agencies liaison with border control counterparts in other neighbouring border/boundary agencies services in relation to IBM;
- To liaise with representatives of other relevant international agencies, including KFOR, on all customs border control and border security related issues;
- To support the operations at the BCPs and CCPs if needed.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested customs education; The qualification should be in the field of Social Sciences, Law, Business Administration or other related university studies; AND
- A minimum of 10 years of relevant professional experience in Customs, after having fulfilled the education requirements, out of which at least 5 years working within IBM;
- Experience in implementing the concept of IBM, with a comprehensive knowledge of IBM strategies and operational tasks, particularly within the Western Balkan context;
- Practical experience with border controls, inter-agency/international cooperation and exchange of information at national and international level.

5. Essential Knowledge, Skills and Abilities:

- Knowledge and proven experience in the field of Border Management from a Customs perspective;
- Theoretical and practical knowledge of border control procedures at international BCPs and the green border from the aspect of Customs and Border Security operations;
- Knowledge of relevant acquis communautaire provisions, EU legislation, and best practices, in terms of management of external borders, as implemented by Customs (knowledge of relevant Chapters of EU Customs Blueprints and EU Guidelines) and Border Police (Schengen Catalogue).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of Albanian and/or Serbian language.