

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 – amendment no. 2

| <p align="center">European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 2-2021 Call for Contributions</p> | | | | | | |
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| Organisation: | European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) | | | | | |
| Job Location: | Western Balkans Region (Kosovo) | | | | | |
| Job Titles/ Vacancy Notice: | Ref.: | Name of the Post | Pending | Confirmed | Total Vacancies | Availability |
| | <u>Seconded</u> | | | | | |
| | EK 50004 | Special Assistant to the Deputy Head of Mission | 0 | 1 | 1 | ASAP |
| | EK 50022 | Mission Analytical Capability Analyst | 0 | 1 | 1 | ASAP |
| | EK 50101 | Deputy Head of Operations Support Pillar | 0 | 1 | 1 | ASAP |
| | EK 50103 | Liaison/Coordination Officer | 0 | 1 | 1 | ASAP |
| | EK 50123 | Intelligence Researcher/ Database Input Officer | 0 | 1 | 1 | ASAP |
| | EK 50201 | Special Assistant to the Head of Monitoring Pillar | 0 | 1 | 1 | ASAP |
| | EK 50207 | Correctional Monitor | 0 | 1 | 1 | ASAP |

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| | EK 50225 | Thematic Lead Monitor- Environmental Crimes | 0 | 1 | 1 | ASAP |
| | EK 50410 | Close Protection Operator | 0 | 1 | 1 | ASAP |

| <u>Seconded/Contracted</u> | | | | | | |
|--|---------------------------------------|---|---|---|---|------------|
| Job Titles/ Vacancy Notice: | EK 50016 | Press and Public Information Officer | 0 | 1 | 1 | ASAP |
| | EK 50021 | Executive Officer | 0 | 2 | 2 | ASAP |
| | EK 50052 | Human Resources and Training Officer | 0 | 1 | 1 | 09/10/2021 |
| | EK 50110 | Deputy Director of the Institute of Forensic Medicine | 1 | 0 | 1 | ASAP |
| | EK 50111 | Forensic Doctor | 0 | 1 | 1 | ASAP |
| | EK 50112 | Exhumation Coordinator | 0 | 1 | 1 | ASAP |
| | EK 50200 | Head of Monitoring Pillar | 0 | 1 | 1 | ASAP |
| | EK 50416 | Information Security Officer | 0 | 1 | 1 | ASAP |
| | EK 50500 | Member of the Human Rights Review Panel | 0 | 1 | 1 | ASAP |
| | Deadline for Applications: | 18 August 2021, 17:00 hrs CET (Brussels time) | | | | |

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| Applications must be submitted to: | <p><u>1 - For seconded candidates by EU Member States:</u> https://goalkeeper.eeas.europa.eu/registrar/web</p> <p><u>2 - For contracted candidates from EU Member States:</u> https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p><u>3 - For seconded and contracted candidates from Contributing Third States:</u> cpcc.eulexkosovo@eeas.europa.eu</p> |
| Information: | <p>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p>Ms. Ellen HARMSEN cpcc.eulexkosovo@eeas.europa.eu</p> |

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty Period – Subject to the adoption of another Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that contributing States propose candidates for the following international staff positions for EULEX KOSOVO, according to the requirements and profiles described below:

A. Essential Requirements

Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of an EU Member State or of a contributing third State.

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

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

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

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its area of Operations. Selected candidates should undergo an extensive medical examination prior to recruitment/deployment to prove that they comply with the requirements.

To ensure duty of care in the civilian CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

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Language Skills¹ – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

¹ Common European Framework of References for Languages

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

Training – MISSIONWISE² or equivalent.

Education – European Qualifications Framework (EQF)³.

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

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

B. Recommended Requirements

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

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

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

C. Essential Documents and Equipment for Selected Candidates

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

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

Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the

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

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

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. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

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 Area of Operation in the Mission.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

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 online Application Form accessible on the Goalkeeper-Registrar software module, 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 VTC, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing State will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion. The indicative period of the interviews is during the month of August and September 2021.

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).

| | | |
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| Position: Special Assistant to the Deputy Head of Mission | Employment Regime: Seconded | |
| Ref. Number: EK 50004 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Office of the Head/Deputy of Mission | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Special Assistant reports to the Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities:

- To assist the DHoM in operationalising the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To support the DHoM in ensuring a smooth running of the Mission, including by following up on tasking independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To maintain contacts with the different organisational units under the DHoM as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information;
- To coordinate with external stakeholders at the appropriate level;
- To receive, filter, oversee and file incoming and outgoing correspondence within the DHoM Office;
- To draft documents where appropriate on behalf of the DHoM;
- To assist the DHoM with aspects of Mission visibility, e.g. preparing presentations and materials;
- To accompany the DHoM to meetings and events as required, making all necessary preparations and taking minutes;
- To prepare draft reports and documents for the Office.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Deputy Head of Mission.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Sciences, International Relations or other related university studies; AND

- A minimum of 4 years of relevant professional experience, after having obtained the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Good drafting and reporting skills;
- Good understanding or experience of rule of law and/or civilian crisis management interventions.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

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| Position: Mission Analytical Capability Analyst | Employment Regime: Seconded | |
| Ref. Number: EK 50022 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Office of the Chief of Staff | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission whilst being administratively attributed to the Chief of Staff office.

2. Main Tasks and Responsibilities:

- To support the Missions' situational awareness in accordance with the the agreed MAC concept;
- To establish where required and as directed by the HOM liaison arrangements with relevant counterparts;
- To contribute to, and if applicable draft, Mission reports, including Special Reports;
- To disseminate MAC products internally and/or externally as directed by the HoM and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To act upon the HoM's information and analysis requirements;
- To help if so directed with analysis related to hybrid threats including disinformation and/or other theatre-specific emerging challenges;
- Identify the specific dynamics and actors linked to the situation of the Area of Operation;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the area of operation and against the Mission, the host nation and EU interests, and to further develop the Mission's 'early warning' capacity on hybrid and other threats; in coordination with relevant actors in the Mission;
- To manage Mission interaction with EU INTCEN/Single Intelligence Analysis Capacity (SIAC) including the Hybrid Fusion Cell (HFC);
- To promote a positive, gender-equal and inclusive working environment, and to treat all staff fairly in accordance with EU values.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;

- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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 Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements;

5. Essential Knowledge, Skills and Abilities:

- Handling, processing, analysis and presentation of information from various sources;
- Excellent Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills;
- Professional fluency in English.

6. Desirable Qualification and Experience:

- Analytical experiences gained in an analytical position in a governmental agency or equivalent;
- Experience in use of analytical IT packages and processes;
- Successful completion of OSI and/or OSINT courses;
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds in an analytical or political advisory capacity;
- Experience in analysis on hybrid threat issues and/or other theatre-specific emerging challenges;
- Master's degree in any of the fields of Political Science, International Relations, or other relevant studies.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Knowledge of the regional context;
- Excellent drafting, writing and reporting skills;
- Critical thinking and evaluation skills;
- Problem-solving skills;
- Excellent interpersonal and communication skills;
- Working level knowledge of Albanian and/or Serbian.

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| Position: Deputy Head of Operations Support Pillar | Employment Regime: Seconded | |
| Ref. Number: EK 50101 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Operations Support Pillar | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Deputy Head of Operations Support Pillar reports to the Head of Operations Support Pillar.

2. Main Tasks and Responsibilities:

- To deputise for the Head of Operations Support Pillar (HoOSP) in his/her absence;
- To support the HoOSP in leading, directing and managing the work and staff of the Operations Support Pillar (OSP) so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission mandate;
- To act as first line manager for Liaison and Coordination Officers of the Office;
- To coordinate and follow-up on OSP staff tasks, ensuring a smooth running of Units, especially in case of cooperation between various Units;
- To advise and support the Deputy Head of Mission, in continuous consultation with the HoOSP, on management matters related to policing and other OSP areas of responsibility;
- To ensure, in agreement with the HoOSP, compliance with Mission management instructions within the OSP and to issue clear instructions at operational level to OSP staff, ensuring through the Heads of Units that the operational resources are used in the best possible way to reach the Mission's goals;
- To ensure, at operational level, coordination with the Head of Monitoring Pillar;
- To support, as necessary, the HoOSP in liaising with KFOR, Kosovo Police and other national/international organisations and law enforcement agencies as to the coordination of Mission activities at policing level.
- To conduct strategic planning through analysis of inputs originating from the Pillar's operational activities and state of play on mandate implementation;
- To liaise and coordinate with external stakeholders;
- To ensure drafting of reports and other correspondence on behalf of the HoOSP and manage routine administrative tasks on his/her behalf;
- To accompany or represent the HoOSP at meetings and events as delegated;
- To ensure, in agreement with HoOSP, timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the following fields of expertise: Social Sciences, Business Administration, Management, Law or Public Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which 5 years at management level;
- Senior Law Enforcement Officer.

5. Essential Knowledge, Skills and Abilities:

- Sound knowledge of criminal investigations and special police operations.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in strategic planning and reporting.

7. Desirable Knowledge, Skills and Abilities:

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

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| Position: Liaison/Coordination Officer | Employment Regime: Seconded | |
| Ref. Number: EK 50103 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Operations Support Pillar/ Office of the Head of Operations Support Pillar | Security Clearance Level: EU SECRET | Open to Contributing Third States: Yes |

1. Reporting Line:

The Liaison/Coordination Officer reports to the Head of Operations Support Pillar (HoOSP).

2. Main Tasks and Responsibilities:

- To support the HoOSP in implementing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate reporting and planning tasks and correspondence in the Operations Support Pillar including a quality control;
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports;
- To support the HoOSP in ensuring, at an operational level, coordination with all actors, both internally, locally, national and international;
- To liaise with other stakeholders internally and externally as requested by HoOSP;
- To prepare, chair and take part in briefings about trainings with other units/departments/components/organisations;
- To conduct both long term and urgent planning of all FPU trainings and police operation activities.
- To identify and solve training problems under the guidelines of the HoOSP;
- To collect and prepare training programmes under the supervision of the HoOSP.
- To set priorities appropriately by adopting a systematic and methodical approach to information collection planning, using resources effectively and efficiently;
- To collect, disseminate and file information as required.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any field of Law Enforcement, Police Science or other related fields OR equivalent and attested police or/and military education; AND
- A minimum of 5 years of relevant professional police experience in the field of police training and planning of police operations, after having fulfilled the education requirements;
- Previous experience related to specialised units daily tasks and special operations;
- Authorised to carry and issued a personal weapon.

5. Essential Knowledge, Skills and Abilities:

- Good interpersonal and communication skills.

6. Desirable Qualifications and Experience:

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

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| Position: Intelligence Researcher/ Database Input Officer | Employment Regime: Seconded | |
| Ref. Number: EK 50123 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Division/Department/Unit: Operations Support 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 Support 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.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of CICU.

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:

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

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| Position: Special Assistant to the Head of Monitoring Pillar | Employment Regime: Seconded | |
| Ref. Number: EK 50201 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: |
| Pillar/Department/Unit: Monitoring Pillar, Office of the Head of Monitoring Pillar | Security Clearance Level: EU SECRET | Open to Contributing Third States: Yes |

1. Reporting Line:

The Special Assistant to the Head of Monitoring Pillar reports to the Head of Monitoring Pillar (HoMP).

2. Main Tasks and Responsibilities:

- To assist the HoMP in analysing and assessing the performance and progress of the three Monitoring Pillar's (MP) units: Case Monitoring Unit, Correctional Unit, Dialogue Support Unit in line with the Mission's mandate and against the benchmarks set out in respective planning documents;
- To support the HoMP in the smooth running of the MP, through the independent follow up on units' tasks and activities;
- To assist in the coordination of tasks, especially those involving the cooperation with other Mission sections, such as the Operations Support Pillar;
- To maintain and coordinate a smooth flow of information between the different units of the MP and other counterparts throughout the Mission;
- To coordinate with external stakeholders when and as appropriate;
- To receive, filter, oversee and file incoming and outgoing correspondence of the MP;
- To assist the HoMP with aspects of MP visibility, e.g. preparing presentations and materials;
- To accompany the HoMP to meetings and events as required, making all necessary preparations and taking minutes;
- To prepare draft reports and documents for the Office.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Monitoring Pillar.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The

qualification should be in any of the fields of Political Sciences, International Relations or other related university studies; AND

- A minimum of 4 years of relevant professional experience, after having obtained the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Good drafting and reporting skills;
- Good understanding or experience of rule of law and/or civilian crisis management interventions.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

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| Position Name: Correctional Monitor | Employment Regime: Seconded | |
| Ref. Number: EK 50207 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Monitoring Pillar, Correctional Unit | Security Clearance Level: No (only access up to EU RESTRICTED required) | Open to Contributing Third States: Yes |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) Kosovo Correctional Services (KCS) covering all of Kosovo;
- 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 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;
- 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 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 report without delay to Chief of 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;
- Readiness to travel.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To perform any other tasks assigned by the Chief of Correctional Unit/Advisor to the Head of Kosovo Correctional Services.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances.
- Knowledge of probation service, prisoners rehabilitation and reintegration

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|---|---|--|
| Position: Thematic Lead Monitor - Environmental Crime | Employment Regime: Seconded | |
| Ref. Number: EK 50225 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit | Security Clearance Level: No (only access up to EU RESTRICTED required) | Open to Contributing Third States: Yes |

1. Reporting Line:

Thematic Lead Monitor – Environmental Crimes reports to the Chief of the Case Monitoring Unit.

2. Main Tasks and Responsibilities:

- To contribute on the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular in the field of thematic expertise;
- To support the Chief of Case Monitoring Unit in acting as focal point for all matters relating to the field of thematic expertise;
- To draft legal advices and provide assistance in relation to matters in the field of expertise concerning the performance of Kosovo Administration of Justice, in line with Mission policies and operations and in close cooperation with other members of the Case Monitoring Unit (other thematic experts and mobile monitors);
- To establish professional working relationship with Police Authorities, Judges, Prosecutors, relevant civilian authorities, members of the KJC and KPC, Kosovo Government, NGOs, civil society, relevant local and international authorities and organizations dealing with Environmental Crimes cases and policies;
- To propose assistance, where necessary, to Kosovo Police and Judicial Authorities for proper implementation of the legal and (international) policy framework in the area of Environmental Crimes;
- To analyse the processing and handling of Environmental Crimes in Kosovo and identify possible areas of improvement;
- To cooperate and coordinate with the Justice and Police Monitors with regard to identifying and monitoring Environmental Crimes cases.
- To prepare submissions and internal communications in relation to the field of thematic expertise;
- To support the Chief of Case Monitoring Unit in translating the benchmarks and objectives of the OPLAN and Mission Implementation Plan (MIP) into their work, in particular in the field of thematic expertise;
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to the administration of Justice in relation to the field of thematic expertise and issues pertaining to the field of procedural violations and judicial integrity;

- To advise the Chief of Case Monitoring Unit and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To contribute to human rights and gender mainstreaming within the area of responsibility, including by promoting a human rights-based approach in the interactions with external stakeholders;
- To coordinate, as appropriate, with internal and external stakeholders.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Chief of Case Monitoring Unit.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law or other related university studies OR equivalent and attested police education; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements out of which;
- A minimum of 3 years of relevant professional experience in the field of Environmental Crimes or other relevant disciplines, preferably within the judiciary and/or law enforcement agencies;
- Experience in legal research and analysis;
- Experience in case work/processing and complaints handling.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of environmental Crimes' effect and impact on peoples' health, living conditions, ecosystems, biodiversity, land use, water sources etc. in short-, medium and long term;
- Knowledge of European Environmental law and International Conventions concerning the environment, such as BASEL, CITES and others.
- Knowledge of international and regional human rights legal instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector.

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Legal drafting skills;
- Ability to perform under stress and in difficult circumstances;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

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| Position: Close Protection Operator | Employment Regime: Seconded | |
| Ref. Number: EK 50410 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Security and Duty of Care 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 Deputy Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To be responsible for execution of Close Protection (C/P) operations;
- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX KOSOVO Mission staff at risk;
- 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 Duty of Care Department threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- Staff member might be expected to live in the north;

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Deputy Senior Mission Security Officer.

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;
- A minimum of 2 years of experience in close protection;
- Driving license of category C;
- Authorised to carry and issued a personal weapon.
- 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

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| Position: Press and Public Information Officer | Employment Regime: Seconded/Contracted | Post Category: Mission Support - Management Level (MSML) |
| Ref. Number: EK 50016 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Office of the Head of Mission, Press and Public Information Office | Security Clearance Level: No (only access up to EU RESTRICTED required) | Open to Contributing Third States: Yes |

1. Reporting Line:

The Press and Public Information Officer reports to the Head of the Press and Public Information Office / Spokesperson.

2. Main Tasks and Responsibilities:

- To assist in the implementation of the Mission Strategic Communications Plan;
- To assist in the organisation of study visits, press conferences, briefings and other media events;
- To coordinate arrangements for visiting journalists;
- To produce engaging and innovative content for the Mission's website and social media platforms;
- To draft press releases, public statements, articles and features, and social media posts;
- To be the focal point for press and public information work related to the Mission's past executive mandate.
- To write public information material and factsheets;
- To assist the Head of Office in analysing the public image of the Mission and to participate in the creation of media campaigns;
- To support the Head of Office in managing the PPIO and to deputise for the Head of Office in her/his absence;

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of the Press and Public Information Office / Spokesperson.

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 Communication Sciences, Political Science, International Relations or Business Administration; AND

- A minimum of 4 years of relevant professional experience, in the field of communication/press and/or public information, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and presentation skills;
- Proficiency with social media platforms, website management and design software;
- Networking skills and initiative.

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge about the local press and media environment;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of Albanian and/or Serbian language.

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| Position: Executive Officer | Employment Regime: Seconded/Contracted | Post Category: Mission Support - Management Level (MSML) |
| Ref. Number: EK 50021 Confirmed Vacancies: 2 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Office of the Chief of Staff | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Executive Officer reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To support and advise CoS in the execution of his functions and to assist in the daily management of the Office of the Chief of Staff ;
- To serve as principal point of contact for the CoS, co-ordinating and following up, inter alia, with senior Mission staff, the Civilian Planning and Conduct Capability (CPCC), and external interlocutors as appropriate;
- To handle the follow-up to CoS tasking and co-ordinating incoming requests; upon receiving instructions from CoS, ensuring that timely and appropriate action is made, such as initiating meetings for CoS, compiling inputs and preparing draft responses;
- To coordinate and direct the work of the Office of the CoS Pool of Interpreters/Translators;
- To ensure that advice and information provided for the CoS by Mission staff is coordinated with all relevant components of the Mission prior to its submission to the CoS;
- To assist in drafting plans, directives, letters, SOPs, orders and instructions to be approved and/or issued by the Head of Mission;
- To review reports, letters and other documents prepared for signature by CoS ensuring quality and accuracy in substance;
- To maintain contact with local authorities, governmental organisations, non-governmental organisations and other interlocutors as directed by the CoS;
- To attend internal meetings on behalf of the CoS;
- To accompany the CoS to meetings and to take minutes.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the CoS.

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 Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND

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

5. Essential Knowledge, Skills and Abilities:

- Demonstrated organisational, analytical, communication and interpersonal skills;
- Ability to brief complex plans comprehensively, accurately and coherently;
- Professional fluency in the English language, both oral and written with strong briefing, drafting and editing skills;
- Proven ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to work on a multitude of activities at the same time with limited supervision;
- High degree of initiative with ability to proactively identify problems and recommend solutions;
- Demonstrated gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Absolute discretion, reliability and trustworthiness.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national or international organisations;
- Experience in effectively reviewing, developing and managing workflows and standard operating procedures and communication flows;
- Working experience as a Special Assistant or Executive Officer to senior management.

7. Desirable Knowledge, Skills and Abilities:

- Sound knowledge of the functioning of the EU and, in particular, CSDP missions;
- Knowledge of the administrative rules and regulations relevant to CSDP missions.

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| Position: Human Resources and Training Officer | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff – Management Level (MSML) |
| Ref. Number: EK 50052 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: 09/10/2021 |
| Pillar/Department/Unit: Office of the Chief of Staff/Human Resources Division | Security Clearance Level: EU CONFIDENTIAL | Open to Contributing Third States: Yes |

1. Reporting Line:

The Human Resources and Training Officer reports to the Head of Human Resources Division.

2. Main Tasks and Responsibilities:

- To coordinate, support and advise on mandatory in-mission training, staff development and training related evaluation issues in line with Mission policies;
- To plan, organise and deliver training modules, produce training materials, report on training activities;
- To maintain and develop the in-Mission training portfolio in close cooperation with relevant Mission Units;
- To design and conduct online training courses for Mission-wide topics that are mandatory to Mission staff members;
- To acquire external trainers/training cooperation including the drafting of training terms of reference and liaising with relevant Mission Units;
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.;
- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance;
- To identify staffing needs throughout the Mission and to organise the publication of vacancy notes (Call for Contributions/Applications);
- To coordinate the selection process, including communication management with applicants and advising selection panels;
- To collect and analyse selection results and to produce consolidated selection reports;
- To participate as Human Resources representative in selection panels as a voting or observing member;
- To conduct reviews of job descriptions in direct consultation with line managers;
- To conduct the grading of contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Human Resources Division.

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 Psychology, Social Sciences, Human Resources or other related university studies; AND
- A minimum of 4 years of relevant professional experience in human resources, preferable in recruitment, training and staff development, ideally in an international context, after having fulfilled the education requirement;
- Experience in designing and delivering training;
- Experience in assessing and evaluating training;
- Experience in designing and maintaining online training courses (e-learning).

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

N/A

7. Desirable Knowledge, Skills and Abilities:

- Familiarity with e-learning systems in international environment;
- Knowledge of different presentation methodologies including contemporary online applications.

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| Position: Deputy Director of the Institute of Forensic Medicine | Employment Regime: Seconded/Contracted | Post Category: Expert |
| Ref. Number: EK 50110 Confirmed Vacancies: 0 Pending Vacancies: 1 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Division/Department/Unit: Operations Support Pillar / Institute of Forensic Medicine | Security Clearance Level: EU CONFIDENTIAL | Open to Contributing Third States: Yes |

1. Reporting Line:

The Deputy Director of the Institute of Forensic Medicine (IFM) works under the Director of the Institute of Forensic Medicine and reports to Head of Operations Support Pillar.

2. Main Tasks and Responsibilities:

- To develop and implement search strategies to address the issue of missing persons;
- To manage EULEX KOSOVO staff working in the IFM;
- To mentor and train the local Director of the IFM in providing policy and guidance to local middle management conceptual strategy, development and implementation of policies and procedures dealing with determining the fate of missing persons as a result of the conflict and after the arrival of the international troops in Kosovo and all other forensic related issues;
- To mentor and train the local Director of IFM on all activities undertaken by IFM;
- To mentor and train the local Director of IFM on monitoring and advising on decisions taken by the Government or by the Ministry of Justice regarding missing persons and forensic medicine;
- To represent IFM together with the local Director of IFM in national and international relations;
- To advise and liaise with relevant ministries on missing persons' issues and forensic medicine issues;
- To advise stakeholders and report on progress and/or issues on missing persons;
- To carry out the anthropological examination of medico-legal autopsies at the mortuary and assist in field operations when necessary;
- To intervene immediately in missing persons and/or forensic related areas when necessary;
- To give expert testimony evidence in court.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.

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 in any of the fields of Anthropology, specialisation in Forensic Anthropology;
- A minimum of 8 years of relevant professional experience after having fulfilled the education requirements;
- Proven experience in project management;
- Proven experience in forensic archaeology operations;
- Proven experience in forensic anthropological autopsies and complex human identification work;
- Proven experience of local forensic capacity building projects.

5. Essential Knowledge, Skills and Abilities:

- Proven managerial skills with specific focus on forensic laboratories and operations involving multi-disciplinary teams.

6. Desirable Qualifications and Experience:

- Very good knowledge and experience in strategic management and/or administration of forensic laboratories;

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Very good knowledge of current developments in forensic science issues, local and international legislation and conventions related to missing persons, civil society dynamics and reconciliation principles.

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| Position: Forensic Doctor* | Employment Regime: Seconded/Contracted | Post Category: Expert |
| Ref. Number: EK 50111 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Component/Department/Unit: Operations Support Pillar/ Institute of Forensic Medicine | Security Clearance Level: No (only access up to EU RESTRICTED required) | Open to Contributing Third States: Yes |

*This is a part-time job whereby the Forensic Doctor will perform his/her duties as described below whenever required but no more than three months per year.

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;
- The Forensic Doctor should be willing to perform tasks in location other than Kosovo.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Deputy Director of the Institute of Forensic Medicine.

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

5. Essential Knowledge, Skills and Abilities:

- Extensive 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:

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

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| Position: Exhumation Coordinator | Employment Regime: Seconded/Contracted | Post Category: Expert |
| Ref. Number: EK 50112 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: |
| Division/Department/Unit: Operations Support Pillar/ Institute of Forensic Medicine | Security Clearance Level: No (only access up to EU RESTRICTED required) | Open to Contributing Third States: Yes |

1. Reporting Line:

The Exhumation Coordinator reports to the Deputy Director of the Institute of Forensic Medicine.

2. Main Tasks and Responsibilities:

- To liaise with police authorities, governmental authorities and other sources as appropriate in order to provide or exchange information conducive to determining the whereabouts of historically missing persons;
- To review requests of forensic support by the Police and/or judiciary regarding missing persons in order to establish actions to be taken and assets to be engaged;
- To compile and consolidate available data on all exhumations performed by ICTY, MPU, OMPF and other bodies if applicable since 1999, establish follow-up action such as investigation, assessment or exhumation;
- To coordinate and carry out the assessments and exhumations of potential grave sites in cooperation with Police;
- To liaise with KFOR, KPC and other relevant bodies for logistics and de-mining if necessary;
- To monitor the implementation of strategies, procedures and priorities relating to the exhumation of the remains of historically missing persons;
- To compile and summarize all results of on-going investigations, assessments and exhumations and produce statistics;
- To act as a liaison with the local prosecutors for the planning and coordination of all exhumations of suspected sites;
- To coordinate with local Serbian and Albanian Family Associations gathering any new information regarding the whereabouts of missing persons.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Deputy Director of the Institute of Forensic Medicine.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework 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: Information Analysis with a specialization related to Intelligence Analysis.
- A minimum of 5 years of professional experience in the field of forensic exhumations, after having fulfilled the education requirements;
- Law enforcement, intelligence or forensic background with experience in peacekeeping missions;
- Experience in the field of missing persons including investigative skills and management of information and other type of sources. knowledge of OMPF or ICTY forensic database;
- Experience in operations management, planning of exhumations and working with forensic personnel;
- Strong experience in determining the fate missing persons as part of a multi-disciplinary team;
- Experience in the interaction between investigative and forensics personnel;
- Training in first aid.

5. Essential Knowledge, Skills and Abilities:

N/A

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of Category C.

7. Desirable Knowledge, Skills and Abilities:

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

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| Position: Head of Monitoring Pillar | Employment Regime: Seconded/Contracted | Post Category: Expert |
| Ref. number: EK 50200 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Monitoring Pillar | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Head of Monitoring Pillar reports to the Deputy Head of Mission.

2. Main Tasks and Responsibilities:

- To provide leadership and guidance to a group of 60+ professionals, working in three different units of the Monitoring Pillar (MP): Case Monitoring Unit, Correctional Unit, Dialogue Support Unit;
- To ensure and monitor the implementation of the MP units' activities in line with the Mission's mandate and as set out in relevant planning documents;
- To direct the regular update and necessary changes of the MP's activity planning;
- To ensure coherence and consistency of the MP's activities in pursuit of the Mission mandate, including overseeing the development and periodical review of the Pillar's working policies;
- To coordinate the units' contributions to the Mission's internal and external reporting against pre-set benchmarks;
- To identify, manage and report the potential risks arising from the specific MP's activities;
- To promote effective and efficient delivery of monitoring tasks in support of the Kosovo Correctional Service and the judicial authorities in the follow-up of civil and criminal cases and trials and that advice is provided to the respective institutions as part of the Mission's robust monitoring;
- To ensure the Case Monitoring Unit focus on cases prone to political interference, those of a sensitive inter-ethnic nature or with human rights concerns that EULEX KOSOVO has handed over or that have in any other way been identified as important for the Kosovo system or to ensure the legacy of EULEX KOSOVO;
- To ensure that staff involved in trial monitoring have no conflict of interest that could compromise monitoring;
- To manage the staff supporting the EU-facilitated Dialogue between Belgrade and Pristina, as necessary, until this expertise can be transferred to another EU entity;
- To work in close cooperation with the Operations Support Pillar;

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Monitoring Pillar.

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 following fields of expertise: Political Science, International Relations, Law, Social Sciences, Business Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum of 5 years at management level;
- Experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes including a proven ability to establish/review priorities;

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Leadership skills.

6. Desirable Qualifications and Experience:

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL;
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

7. Desirable Knowledge, Skills and Abilities:

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

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| Position: Information Security Officer | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff – Management level |
| Ref. Number: EK 50416 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Component/Department/Unit: Security and Duty of Care Department, Security Information and Analysis Unit | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line:

The Information Security Officer reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

- To assist the SMSO in developing and ensuring the application of relevant Standard Operating Procedures for secure information handling and communication issues – particularly for Mission classified information systems;
- To provide input and assessment of existing and future IT infrastructure and application architecture from a security perspective;
- To act as Mission focal point for information security compromise or suspicion of compromise;
- To liaise with the SMSO, the Chief of Communication and Information Systems Unit and with the EEAS Security Office for information security issues and especially in case of incident;
- To assist the SMSO in his functions as Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks which may include:
 - Ensuring registration of accountable security items;
 - Ensuring protection of accountable security items;
 - Ensuring secure transfer of accountable security items;
 - Liaising with the GSC Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise.
- To verify periodically the security posture of IT systems;
- To report to the SMSO for IT security incidents and assesses any change to the IT systems from a security perspective;
- To develop awareness with regard to IT security for the Mission staff;
- To assist Human Resources Division in defining the security clearance level required according to job descriptions and EEAS guidance;
- To advise Registry & Records Office on best practices in management and proper handling of EU Classified Information (EUCI);
- To undertake other related tasks as requested by the SMSO.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the SMSO.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years, attested by a diploma OR a qualification at the level in the National Qualification Framework which is equivalent to level 6 in the European Qualification Framework OR a qualification of the first cycle of 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 a subject field related to Information Management/Security, Information Systems Engineering/Security; AND
- At least 6 years of relevant and proven full-time professional experience, after having obtained the relevant degree/qualification;
- Experience in design of IT Technical Architecture;
- Experience with network security auditing tools and procedures.

5. Essential Knowledge, Skills and Abilities:

- Proven ability to provide technical leadership for IT security;
- Extensive practical knowledge of current developments in information technology, networks and systems including standards, protocols, architectures and legislation and their relationship to matters of security;
- Creative planning and problem solving skills in the management of complex projects, time management and team skills with a focus on quality service in a limited resource environment;
- Professional capability to conceptualize, develop and review services, guidelines and policies.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving licence of Category C;
- Successful completion of the EU Mission Security Officer Certification Course.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

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| Position: Member of the Human Rights Review Panel | Employment Regime: Seconded/Contracted | Post Category: Expert |
| Ref. Number: EK 50500 Confirmed Vacancies: 1 Pending Vacancies: 0 | Location: Western Balkans Region (Kosovo) | Availability: ASAP |
| Pillar/Department/Unit: Human Right Review Panel | Security Clearance Level: EU SECRET | Open to Contributing Third States: Yes |

1. Reporting Line:

The Member of the Human Rights Review Panel (HRRP) reports to the Civilian Planning and Conduct Capability (CPCC). The total indicative time commitment for this part-time position is approximately 25%.

2. Main Tasks and Responsibilities:

- Being fully independent in the exercise of all his/her functions, the incumbent will:
 - Review complaints filed with the HRRP with regards to alleged human rights violation by EULEX KOSOVO in the conduct of its executive mandate;
- To be a member of the Human Rights Review Panel (HRRP) for EULEX KOSOVO consisting of a total of three international members;
- As member of the HRRP, submit findings to the Head of Mission, including recommendations for remedial actions, if appropriate, in accordance with the EULEX KOSOVO accountability concept;
- To develop rules of procedure of the HRRP, including procedures to process claims in groups, as appropriate;
- To develop and ensure an expeditious procedure for the review of complaints;
- To maintain the authority and dignity of the HRRP;
- To decide matters of rules and procedure which may arise during the review of a complaint;
- To be available to participate in HRRP sessions in Kosovo at least four times a year, each session lasting no less than five working days or when and as long as required;
- To direct and supervise the staff of the HRRP Secretariat.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the CPCC.

4. Essential Qualifications and Experience:

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

The qualification should be in Law with a specialization in Human Rights, International Public Law or Administrative Law; AND

- A minimum of 9 years of relevant professional experience, after having fulfilled the educational requirements;
- Extensive and progressively responsible professional experience in the field of human rights law;
- Experience working as a judge, attorney or law professor.

5. Essential Knowledge, Skills and Abilities:

- Substantial knowledge of international and regional human rights instruments and mechanisms such as the Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Ability to interpret and apply legislative instruments based on sound legal judgment.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in working at the European Court of Human Rights, or other relevant international tribunals and human rights bodies.

7. Desirable Knowledge, Skills and Abilities:

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