

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p align="center">European Union Rule of Law Mission in Kosovo (EULEX KOSOVO) 1-2018 Call for Contributions</p>						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX KOSOVO)					
Job Location:	Western Balkans Region (Kosovo)					
Employment Regime:	Seconded, Seconded/Contracted					
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post	Pending	Confirmed Vacancies	Total Vacancies	Availability
	<u>Seconded (25 positions)</u>					
	EK 40003	Transition and Policy Advisor to the Head of Mission	0	1	1	ASAP
	EK 40011	Internal Investigations Officer	0	1	1	ASAP
	EK 40020	Chief of Staff	0	1	1	ASAP
	EK 40022	Operations Officer	0	1	1	ASAP
	EK 40024	Chief Joint Operations Room	0	1	1	ASAP
	EK 40026	Joint Operations Officer/ Safety and Security Department	0	1	1	Jul 2018
	EK 40027	Head of Planning and Reporting Office	0	1	1	ASAP
	EK 40029	Knowledge Management Officer	0	1	1	ASAP
	EK 40032	Head of Human Rights and Legal Office	0	1	1	ASAP
	EK 40033	Legal Officer (Operations)	0	1	1	ASAP
	EK 40041	Deputy Head of Operations Pillar	0	1	1	ASAP
	EK 40050	Head of Criminal Intelligence and Cooperation Unit	1	0	1	ASAP
	EK 40051	Informant Handler	0	1	1	ASAP
	EK 40052	Special Liaison Intelligence Officer	0	1	1	ASAP
	EK 40059	Operations Officer of the International Police Cooperation Unit	0	1	1	ASAP
EK 40080	Head of Monitoring Pillar	0	1	1	ASAP	
EK 40090	Chief of Case Monitoring Unit	0	1	1	ASAP	

	EK 40092	War Crimes Monitor (Analytical)	0	1	1	ASAP
	EK 40093	War Crimes Monitor	0	2	2	ASAP
	EK 40094	Organised Crime Monitor	0	1	1	ASAP
	EK 40095	Serious Crime Monitor	0	1	1	ASAP
	EK 40171	Legal Officer	0	1	1	ASAP
	EK 40201	Customs & Integrated Border Management Adviser	0	2	2	ASAP
<u>Seconded/Contracted (35 positions)</u>						
	EK 40006	Operational Planning and Support Coordinator	0	1	1	ASAP
	EK 40015	Head of Press Office/Spokesperson	0	1	1	ASAP
	EK 40030	Project Officer	0	1	1	ASAP
	EK 40048	Forensic Anthropologist/ Identification Coordinator	0	1	1	ASAP
	EK 40081	Transition Coordinator	0	1	1	ASAP
	EK 40085	Chief of Correctional Unit/Advisor to the Head of Kosovo Correctional Service	0	1	1	ASAP
	EK 40086	Correctional Advisor	0	2	2	ASAP
	EK 40091	Mobile Monitor (Justice)	0	8	8	ASAP
	EK 40096	Thematic Lead Monitor- Case Administration and Management	0	1	1	ASAP
	EK 40097	Thematic Lead Monitor- Crimes under International Law	0	1	1	ASAP
	EK 40098	Thematic Lead Monitor- Gender Based Violence	0	1	1	ASAP
	EK 40099	Thematic Lead Monitor- Hate Crimes	0	1	1	ASAP
	EK 40100	Thematic Lead Monitor- Privatisation and Liquidation	0	1	1	ASAP
	EK 40101	Thematic Lead Monitor- KPA Appeals Panel	0	1	1	ASAP
	EK 40132	Transport Officer (Transport Workshop)	0	1	1	ASAP
	EK 40140	Chief Communication and Information Systems (CIS) Unit	0	1	1	ASAP
	EK 40146	Cybersecurity Analyst and Incident Responder	0	1	1	ASAP
	EK 40158	Chief of Close Protection Unit	0	1	1	ASAP
	EK 40159	Close Protection Operator	0	6	6	ASAP

	EK 40161	Mission Security Officer	0	2	2	1 ASAP, 1 Aug 2018
	EK 40204	Advisor to President of Mitrovica Basic Court	0	1	1	ASAP
Deadline for Applications:	Tuesday 26 June 2018 at 17:00 hours (Brussels time)					
E-mail addresses to send the Job Application Form to	<p>1 - For seconded candidates by EU Member States:</p> <p style="text-align: center;">https://goalkeeper.eeas.europa.eu/registrar/</p> <p>2 - For seconded candidates from Contributing Third States:</p> <p style="text-align: center;">cpcc.eulexkosovo@eeas.europa.eu</p> <p>3 - For contracted candidates:</p> <p style="text-align: center;">https://internationalrecruitment.eulex-kosovo.eu</p>					
Information:	<p>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p>Mr Andre Konze cpcc.eulexkosovo@eeas.europa.eu</p>					

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

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

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

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

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

A. Essential Requirements

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

Citizenship – Citizenship of an EU Member State or of a contributing third State¹.

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

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

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

¹ Canada, Norway, Switzerland, Turkey 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 Skills² – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

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

Training – e-Hest³ or equivalent.

Education – European Qualifications Framework (EQF)⁴.

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

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

B. Recommended Requirements

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

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

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

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 09 October 2017 until 16 October 2017.

E. Data Protection

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the

Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The [Privacy statement](#) is available on the EEAS website.

F. Job Descriptions

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

Position: Transition and Policy Adviser to the Head of Mission	Employment Regime: Seconded	Post Category:
Ref. Number: EK 40003 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: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Transition and Policy Adviser reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To advise the HoM on all matters related to the execution of the Mission mandate;
- To assist the HoM in carrying out all her/his functions;
- To ensure a smooth information flow within, from and to the Head of Mission Office and other Mission's organisational units and offices, bringing to the attention of the HoM emerging policy and operational issues and potential solutions;
- To monitor and assess any relevant issues related to the Mission mandate implementation that could impact on the HoM's responsibilities and functions;
- To establish and maintain regular contacts and foster relationships with the Mission's senior management and other relevant staff;
- To gather and analyse relevant information and prepare a wide range of briefing materials for HoM's internal and external meetings and other events;
- To accompany the HoM to internal and external meetings, drafting minutes and ensuring follow-up as required;
- To assist the HoM in clearing all Mission reports;
- To contribute to relevant aspects of press and public information activities, including assisting in the clearance of draft press releases, public statements and articles as appropriate;
- To oversee the proper handling of official correspondence and documentation within the Head of Mission Office, including EU Classified Information;
- To assist the HoM in drafting official correspondence;
- To attend internal and external meetings, where appropriate, on behalf of the HoM;
- To represent the HoM in liaising with external counterparts as delegated;
- Without prejudice to the chain of command, to contribute to the regular liaison/coordination with CPCC;
- To manage the Head of Mission Office;
- To undertake any other related tasks as requested by the HoM.

3. Mission Specific Tasks and Responsibilities:

- To advise the HoM on the elaboration of policies and measures for the overall direction and management of the progressive transition process of the Mission mandate, ensuring close coordination within the Mission and with relevant local and international stakeholders.

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 Political Sciences, International Relations, Diplomacy or other related university studies; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in working in a complex environment with multiple actors.

5. Essential Knowledge, Skills and Abilities:

- Drafting, reviewing, editing and presentation skills;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy;
- Familiarity with diplomatic protocol.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis or post-conflict areas with multi-national and international organizations.
- Experience in liaising with governmental and rule of law institutions' interlocutors.

7. Desirable Knowledge, Skills and Abilities:

- Direct knowledge of the functioning of the EU and, in particular, CSDP missions and operations.

Position: Internal Investigations Officer	Employment Regime: Seconded	
Ref. Number: EK 40011 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Head of Mission/ Internal Investigations Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Law, or Police Science OR equivalent and attested police or/and military education; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the educational requirements;
- Proven experience drafting internal instructions, SOPs or directives, regulations and assessments.

5. Essential Knowledge, Skills and Abilities:

- Writing and drafting skills.

6. Desirable Qualifications and Experience:

N/A

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

Position: Chief of Staff	Employment Regime: Seconded	Post Category:
Ref. Number: EK 40020 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: ASAP
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 Chief of Staff reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To exercise day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for Head of Mission (HoM)'s decision-making, and when analysing the internal and external reporting of Mission activities;
- To support the HoM in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in the planning documents, Mission Implementation Plan (MIP), and instructions issued by the HoM;
- To lead, manage and direct the work of the Office of the Chief of Staff of EULEX KOSOVO;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise the development and periodic review of the MIP and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, EUSR, the representatives of EU Member States and Contributing Third States, according to HoM's directions;
- To direct, communicate and co-ordinate internally with the HoM and Pillars and externally with appropriate international organisations, agencies and interlocutors;
- To ensure drafting of reports and other correspondence on behalf of the HoM as appropriate;
- To oversee the internal and external correspondence process to ensure timely and appropriate responses;
- To ensure that documents, reports and letters are prepared for the HoM as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM in order to obtain information for onward transmission to HoM or elsewhere internal/external to the Mission;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, and/or any other activity to HoM's office;
- To be the central point of entry for communication between EULEX KOSOVO and EEAS (CPCC);
- To undertake any other related tasks as requested by the Head of Mission.

3. Mission Specific Tasks and Responsibilities:

- To ensure effective communication between Mission Pillars, Mission Support Department, Security & Safety Department and Office of the Chief of Staff;

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND

- A minimum of 15 years of relevant professional experience, after having fulfilled the educational requirements, out of which a minimum of 5 years of experience at senior management level;
- Strong managerial track record;
- A minimum of 1 year of experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.).

5. Essential Knowledge, Skills and Abilities:

- Excellent knowledge of and experience in strategic management and/or public administration;
- Excellent managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.

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.

Position: Operations Officer	Employment Regime: Seconded	
Ref. Number: EK 40022 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff/ Inner Chief of Staff Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Operations Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To act as best practice and lessons learned officer for the Mission;
- To review Mission reporting;
- To assist the Office of the Chief of Staff in managing, prioritising, directing and coordinating the work of EULEX KOSOVO.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

N/A

7. Desirable Knowledge, Skills and Abilities:

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

Position: Chief Joint Operations Room	Employment Regime: Seconded	
Ref. Number: EK 40024 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
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;
- Excellent analytical, organisational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when required.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential threats.

Position: Joint Operations Officer / Safety & Security Department (SSD)	Employment Regime: Seconded	
Ref. Number: EK 40026 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Jul-18
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;
- Excellent analytical, organisational, planning, and time-management skills;
- Excellent radio communication skills;

- Thorough understanding of applicable EU rules and regulations in the area of security and safety.

6. Desirable Qualifications and Experience:

- Ability to perform under stress and in difficult circumstances.
- Relevant experience in handling EU Classified Information.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Head of Planning and Reporting Office	Employment Regime: Seconded	Post Category:
Ref. Number: EK 40027 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff/ Planning and Reporting Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Head of Planning and Reporting Office reports to the Chief of Staff. This position is also a member of the Core Responsiveness Capacity (CRC), see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Unit so as to produce the Mission operational planning, and respond to reporting and analysis requirements, including, but not limited to, the monthly report, the six-monthly report and special reports;
- To ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission area of responsibility, in coordination with Operations Pillar and Monitoring Pillar, to avoid duplication of efforts and to maximise synergies;
- To ensure timely and accurate reporting and information flow to the chain of command, Mission operational headquarters, EU Member States and other international stakeholders;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with Mission operational elements and the monitoring of MIP execution, including through benchmarking, analysis and evaluation of outcome;
- To supervise and support the drafting and analysis of reports originating from Mission operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To collect, collate and analyse the Mission Lessons Learnt;
- 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 Chief of Staff.

3.1 Mission Specific Tasks and Responsibilities:

- To coordinate with Operations Pillar and Monitoring Pillar to follow-up on the implementation of operational objectives, tasks and impact indicators for the duration of the mandate;
- To support Operations Pillar and Monitoring Pillar in a methodologically coherent implementation of the MIP based on OPLAN priorities;
- To give constructive feedback on monthly MIP reports, including providing feedback to the Heads of Mission Pillars in order to improve the quality of the reporting;
- To prepare and coordinate the quarterly update of the MIP reporting tool in coordination with other relevant organisational Units and monitor and evaluate its implementation;
- To direct the work and edit the benchmarking annex to the six-monthly report with an emphasis on trends, evaluation of developments, lessons learnt and best practices.
- To assist in the organisation of senior management meetings to efficiently implement the mandate in line with the OPLAN and the Mission Implementation Plan (MIP);
- To supervise the Project Officer in the implementation and monitoring of small scale projects to achieve the objectives of the MIP and to oversee coordination with the EU Office in Kosovo and other relevant stakeholders to avoid duplication of efforts and maximise synergies;
- To oversee the research component of the Office, which is in charge of establishing statistics, assessing the impact of the Mission and its legacy, and providing (final) outcome evaluations and reports;
- To oversee the reporting function of the Office which aims to monitor and collect information on political events and trends, with a particular focus on the host country, EU and relevant international stakeholders,

that may impact on the situation in the Mission's area of responsibility, and to channel the information appropriately.

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3.2 Core Responsiveness Capacity 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 any of the field of Social Science (e.g. Public Administration, Law, Political Science, Economics), Business Administration/Management or other related university studies; AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level;
- A minimum of 1 year of operational planning/programme management experience, in a national or international context;
- Experience in monitoring and coordinating multiple stakeholder processes.

5. Essential Knowledge, Skills and Abilities:

- Excellent interpersonal and communication skills, both written and oral;
- Excellent report compilation, editing and drafting skills;
- Excellent analytical skills.

6. Desirable Qualifications and Experience:

- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- International experience, particularly with multi-national and international organisations, preferably in a CSDP context;
- Experience in liaison with police, the judiciary, prosecution and customs authorities.

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the Stabilisation and Association Process, Instrument for Pre-Accession (IPA) Projects, and EU integration processes in Kosovo.
- Sound understanding of rule of law procedures and institutional building.

Position: Knowledge Management Officer	Employment Regime: Seconded	
Ref. Number: EK 40029 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff/ Planning and Reporting Office	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Knowledge Management Officer reports to the Head of Planning and Reporting Office.

2. Main Tasks and Responsibilities:

- To develop a Mission knowledge management strategy for the purpose of capturing and maintaining Mission knowledge assets and for the purpose of drawing lessons learnt;
- To develop and manage Mission knowledge management systems to avoid the loss of institutional memory and to ensure an effective and integrated approach to capturing, evaluating, retrieving and sharing Mission information assets;
- To identify and recommend ways to create, share and utilize knowledge within the Mission and to contribute to a culture of knowledge sharing and sharing of best-practices;
- To create and implement effective evaluation and assessment tools for identifying the Mission's impact and the difference the Mission makes through its work;
- To assess existing information management policies and approaches, and to identify and implement improved approaches to information management;
- To propose and coordinate internal communication strategies and training designed to enhance awareness on Mission knowledge management systems and best-practices approaches to information and knowledge management;
- To serve as the Mission focal point for providing information about the Mission mandate, its history and achievements;
- To contribute to the Mission strategic review and to planning and development of the Mission as a whole;
- To contribute to the development of the field of knowledge management in CSDP missions as such;
- To undertake any other related tasks as required by the Head of the Planning and Reporting Office.

3. Mission Specific Tasks and Responsibilities:

- To conduct research and to liaise with the relevant national and international stakeholders in order to collect information, statistics and data relevant to the current and past EULEX KOSOVO mandates.

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, Knowledge Management-related discipline, Business Administration or any other related university studies; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 1 years of experience in knowledge management and organisational learning;
- Proven operational planning/project management experience, in a national or international context;
- Professional experience in monitoring and evaluation.

5. Essential Knowledge, Skills and Abilities:

- Ability to develop knowledge management systems;
- Excellent research skills;
- Excellent analytical and drafting capability and profound knowledge of information collection and analytical methods;

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

6. Desirable Qualifications and Experience:

- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Experience in research and presentation of research findings to a non-expert audience;
- Experience in the handling of databases and the compilation of statistics.

7. Desirable Knowledge, Skills and Abilities:

- Substantial 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: Head of Human Rights and Legal Office	Employment Regime: Seconded	Post Category:
Ref. Number: EK 40032 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff/ Human Rights and Legal Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Head of Human Rights and Legal Office reports to the Chief of Staff. The incumbent will act as the principal Legal Adviser to the Head of Mission.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Human Rights and Legal Office;
- 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 the Mission Implementation Plan (MIP);
- To act as a focal point and provide advanced legal expertise and advice on legal issues pertaining to the Mission and its legal framework, status and mandate;
- To draft legal guidelines for the Mission in accordance with line management instructions;
- To exercise oversight in all legal aspects in the Mission, including but not limited to, operational issues, Human Rights, contracts relating to any legal or financial issues, contracts of employment, and other administrative legal issues;
- To liaise with international and local stakeholders in legal issues;
- To oversee the drafting of assessments and recommendations for the line management in relation to internal disciplinary and administrative proceedings;
- To plan and carry out training related to general legal issues;
- To provide advice on host country regulatory and other instruments, mechanisms and arrangements;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To support the EULEX KOSOVO reporting lines;
- To undertake any other tasks required by the Chief of Staff.

3. Mission Specific Tasks and Responsibilities:

- To support and facilitate the work of the Human Rights Review Panel for EULEX KOSOVO;
- To provide direct council to the Head and Deputy Head of Mission, Chief of Staff as well as Head of Mission Support Department on contractual and financial obligations/liabilities;
- To represent the Mission, the Head of Mission in arbitrations with external stakeholders coordinating the work of external legal counsels in litigation;
- To give legal advice on downsizing and liquidation of the Mission.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. at Master's level. The qualification must be in Law; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the educational requirements level out of which at least 3 years of experience in management.

5. Essential Knowledge, Skills and Abilities:

- Good understanding and experience of public international law, European law, labour law.

6. Desirable Qualifications and Experience:

- Previous experience in working on both private and public sectors;
- Previous experience on downsizing and liquidation of an international Mission;
- Previous experience in international litigation;
- Experience as a practicing lawyer.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and communications skills;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the legal, political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Legal Officer (Operations)	Employment Regime: Seconded	Post Category:
Ref. Number: EK 40033 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff/ Human Rights and Legal Office	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To contribute in assessing local legislative/normative/regulatory frameworks, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities and identify areas requiring improvement/reform in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To support the Head of Human Rights and Legal Office regarding identified host state needs and recommended support by the Mission;
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's operational requirements;
- To support host state authorities as directed by the Head of Human Rights and Legal Office;
- In coordination with the Planning and Reporting Office, to closely coordinate with other EU/international actors involved in this field;
- To support the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission training activities across time, and to provide recommendations for the improvement of Mission performance;
- To contribute to the Mission induction training of Mission personnel as required;
- To identify and report on lessons and best practices within the field of responsibility;
- To undertake any other related tasks as required by the Head of Human Rights and Legal Office.

3. Mission Specific Tasks and Responsibilities:

- To provide input to the support tasks for the operational mandate of the mission.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Post-graduate degree in law and successful completion of any related national legal qualification examinations;
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation.

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position: Deputy Head of Operations Pillar	Employment Regime: Seconded	
Ref. Number: EK 40041 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Pillar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To deputise for the Head of Operations Pillar (HoOP) in his/her absence;
- To support the HoOP in leading, directing and managing the work and staff of the Operations Pillar (OP) 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 OP staff tasks, ensuring a smooth running of Units, especially in case of cooperation between various Units;
- 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 HoOP and manage routine administrative tasks on his/her behalf;
- To accompany or represent the HoOP at meetings and events as delegated;
- To ensure, in agreement with HoOP, 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;
- To undertake any other related tasks as requested by the HoOP.

3. Mission Specific Tasks and Responsibilities:

- To advise and support the Deputy Head of Mission, in continuous consultation with the HoOP, on management matters related to policing and other OP areas of responsibility;
- To ensure, in agreement with the HoOP, compliance with Mission management instructions within the OP and to issue clear instructions at operational level to OP 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 HoOP 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.

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 upper 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.

Position: Head of Criminal Intelligence and Cooperation Unit	Employment Regime: Seconded	
Ref. Number: EK 40050 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability:
Pillar/Department/Unit: Operations Pillar/ Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in Mission planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the MIP and benchmarking in the relevant Line of Operation;
- To ensure correct policy is adopted in respect of intelligence gathering, collation, analysing and storage of intelligence and that quality packages are disseminated to the appropriate law enforcement agencies;
- To ensure the Unit provides a dynamic intelligence service;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To undertake any other related tasks as requested by the Head of Operations Pillar.

3. Mission Specific Tasks and Responsibilities:

- To ensure the internal procedures and policies are followed by all Unit staff members;
- To be responsible for drafting the Unit policies;
- To ensure the overall responsibility for any budget allocated to the 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 any of the following fields of expertise: Police Sciences, Law or other related university studies OR equivalent and attested Police or/and Military education; AND
- A minimum of 10 years of relevant professional experience in International Police Cooperation, out of which a minimum of 5 years at a management level, after having fulfilled the education requirements;
- At least 5 years of experience in a managerial position at a command level;
- Led pro-active policing operations involving undercover policing, test purchasing of illicit commodities, interception of communications, covert entry and all technical surveillance methods;
- 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, and international cooperation agreements.

5. Essential Knowledge, Skills and Abilities:

- Working knowledge of cooperating with other entities (FRONTEX, SELEC centres, ILECU project, Embassies, etc.).

6. Desirable Qualifications and Experience:

- Experience in criminal intelligence;
- Indicative rank: Captain or equivalent;
- Background in organised crime investigations and experience of the intelligence function, International policing experience, international cooperation agreements;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Informant Handler	Employment Regime: Seconded	
Ref. Number: EK 40051 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Pillar/ Criminal Intelligence & Cooperation Unit/ Office of the Head of Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP).
- To identify, recruit and manage informants (covert human intelligence source) who can provide information relating to serious and organised crime;
- To liaise with other Mission Units, other law enforcement agencies and police agencies, and other organisations to gather information;
- To liaise with international law enforcement authorities outside Kosovo;
- To ensure that the identity of the informants remains protected while providing the law enforcement authorities with evidential information required;
- To ensure that applicable laws, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant;
- To develop and manage cover stories for the protection of the informant;
- To undertake any other related tasks as requested by the Head of Criminal Intelligence and Cooperation Unit.

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented by specialised training;
- A minimum of 8 years of relevant professional police experience or experience in a similar/relevant field, after having fulfilled the education requirements.
- Extensive and progressive professional experience in intelligence and criminal investigation fields;
- Extensive experience in the field of informant handling.

5. Essential Knowledge, Skills and Abilities:

N/A

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: 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:

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

Position: Operations Officer of International Police Cooperation Unit	Employment Regime: Seconded	
Ref. Number: EK 40059 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Pillar/ Criminal Intelligence and Cooperation Unit/ International Police Cooperation Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Operations Officer of the International Police Cooperation Unit reports to the Team Leader of International Police Cooperation Unit.

2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) and ensuring relations with Interpol and Europol;
- To provide relevant support for the operational requirements of the Head of Criminal Intelligence and Cooperation Unit, and of other Units;
- 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 Team Leader of International Police Cooperation Unit.

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree in the field of Law, Political, Social Sciences, Public Administration or other related fields OR equivalent and attested police or/and military education;
- A minimum of 5 years of relevant professional experience in International Police Cooperation, after having fulfilled the education requirements;
- At least 5 years of working experience with INTERPOL, EUROPOL, SIRENE, Bi-lateral cooperation and with mutual assistance;
- Senior law enforcement officer;
- Background in organised crime investigations and experience of the intelligence function, international policing experience, international cooperation agreements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Authorised to carry and issued a personal weapon.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Head of Monitoring Pillar	Employment Regime: Seconded	Post Category:
Ref. number: EK 40080 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Monitoring Pillar (MP) 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 oversee the MP's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Pillar;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To oversee the Pillar's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Pillar;
- To ensure that Mission staff members working in the Pillar identify and report lessons and best practices within their respective fields of responsibility;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Pillar's activities;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To ensure that advice is provided to the respective institutions as part of the robust monitoring;
- To undertake any other related tasks as requested by the Deputy Head of Mission.

3. Mission Specific Tasks and Responsibilities:

- To manage the Units and functions to ensure 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;
- 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 most important for the Kosovo system or to ensure the legacy of EULEX KOSOVO;
- To ensure that monitors involved in trial monitoring have no conflict of interest that could compromise monitoring, such as practicing in a court that will be monitored, ensuring pre-existing relationships with legal actors or court personnel are also addressed;
- To ensure full engagement through the Transitions Coordinator and engagement with the EU Office and EUSR to deliver full transition of these tasks to an EU entity by the end of mandate;
- To manage the teams supporting the EU-facilitated Dialogue between Belgrade and Pristina, as necessary, until this expertise can be transferred to another EU entity.

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.

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.

Position: Chief of Case Monitoring Unit	Employment Regime: Seconded	
Ref. Number: EK 40090 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 Chief of the Case Monitoring Unit 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);
- To lead, direct and manage the work and staff of the Case Monitoring Unit to ensure it delivers against the Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Monitoring Pillar;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, coordination and information sharing with other relevant operational Units within the Monitoring Pillar;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practices and lessons learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as requested by the Head of Monitoring Pillar.

3. Mission Specific Tasks and Responsibilities:

- To advise and support the Head of Monitoring Pillar on all justice related matters;
- To guide the Unit's work in addressing areas of identified structural weaknesses in the performance and accountability of the respective Rule of Law Institutions;
- To guide the Unit's work in addressing identified threats related to the effectiveness, efficiency, impact or sustainability of any aspects being monitored as well as to the impartial, independent and multi-ethnic justice system;
- 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 most important for the Kosovo system or to ensure the legacy of EULEX KOSOVO;
- To ensure that the selection of cases for monitoring is in line with the relevant established policies and plans;
- To ensure, at operational level, a constant flow of coordination and information sharing within the Unit, between the Mobile Monitors (Police and Justice) and the Thematic Leads;
- To ensure that justice monitors do not compromise the monitoring principles of judicial independence and objective monitoring,
- To ensure the proper, accurate and timely filing of monitored data in the designated case monitoring database.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of international and regional human rights instruments and institutional mandates such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Knowledge of criminal and civil law including procedural law;
- Ability to manage and coordinate a diversified team;
- Ability to mentor and motivate staff;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to perform under stress and in difficult circumstances;
- Mediation and interpersonal skills.

6. Desirable Qualifications and Experience:

- Extensive international experience, particularly in crisis management with multi-national and international organizations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.
- Knowledge and/or experience in strategic management and/or public administration.

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

1. Reporting Line:

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

2. Main tasks and responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education; The qualification should be in the field of Law Enforcement, Law, Police Science or other related university studies; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements.
- A minimum of 5 years of professional experience in serious and complex criminal investigations.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: War Crimes Monitor	Employment Regime: Seconded	
Ref. Number: EK 40093 Confirmed Vacancies: 2 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 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 organized 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 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/ system handed over by EULEX KOSOVO;
- To monitor the implementation of the National Organized Crimes 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 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 and organized 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 organized crimes investigations and/or monitoring of such investigations;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations;
- Strong research and analytical skills.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Organised Crime Monitor	Employment Regime: Seconded	
Ref. Number: EK 40094 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 Organised 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 provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- 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 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 adhere to the basic following criteria for the selection of cases to be prioritized:
 - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society
 - gravity and seriousness of the alleged crime;
 - high profile of the suspect/s;
 - possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/ system handed over by EULEX KOSOVO;
- To monitor the implementation of the National Serious Crime Strategy;
- To monitor the cooperation between prosecution and police;
- To conduct specific thematic performance and efficiency assessment tasks to identify and analyse potential areas of structural weaknesses or shortcomings of local counterpart;
- To liaise with host state relevant security sector actors and international actors as required;
- To monitor the regional cooperation;
- To communicate and coordinate frequently with other monitoring elements and the Thematic Advisors in the Case Monitoring Unit;
- To suggest targeted actions/trainings to support local counterparts' progress.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education; The qualification should be in the field of Law Enforcement, Law, Police Science or other related university studies; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements.
- A minimum of 5 years of professional experience in serious and complex criminal investigations.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: 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;
- Strong research and analytical skills.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Legal Officer	Employment Regime: Seconded	
Ref. number: EK 40171 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Human Rights Review Panel	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Legal Officer reports to the Chair of the Human Rights Review Panel (HRRP).

2. Main Tasks and Responsibilities:

- To conduct legal research regarding international human rights law and human rights issues;
- To research and advise the Members of the HRRP on the applicable law and the international human rights instruments and principles relevant to complaints under review;
- To provide support to the HRRP during the review and deliberations of recommendations;
- To review, analyse and advise on all documents relevant to complaints under review;
- To draft legal opinions, reports, briefing notes and other legal documents;
- To draft findings and recommendations for the HRRP for submission to the Head of Mission;
- To undertake any other tasks as required by the Line Manager.

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential and Qualifications Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; The qualification should be in the field of Law or Public Administration; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in working with the judiciary and/or law enforcement agencies from a human rights perspective.

5. Essential Knowledge, Skills and Abilities:

- Excellent knowledge of international and regional human rights instruments and institutional mandates such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Excellent analytical, research and legal drafting skills.

6. Desirable Qualifications and Experience:

- Experience in case work/processing and complaints handling.

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the functioning of the EU.

Position: Customs & Integrated Border Management (IBM) Advisor ⁵	Employment Regime: Seconded	
Ref. Number: EK 40201 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability:
Pillar/Department/Unit: Monitoring Pillar/ Dialogue Support Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Customs & Integrated Border Management (IBM) Advisor reports to the Customs & Integrated Border Management (IBM) Senior Advisor.

2. Main tasks and responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To work as a Customs & Borders Advisor travelling within the area of operations;
- To support the Customs & Integrated Border Management Senior Advisor at the operational and strategic level in the normalization process between Belgrade and Pristina regarding all inter party Border Authority liaison, with particular focus on the implementation of the IBM Technical Protocol (IBM- TP), including Common Crossing Points (CCPs) and the Administrative Boundary Line (ABL);
- To engage with and support all Border Authorities (Border Police (Police), Customs and Veterinary / Phytosanitary Inspectorates) in the process of normalization between Belgrade and Pristina, with particular focus on the implementation of the IBM-TP, including CCPs and ABL;
- To engage in and facilitate all local, regional and central level meetings between the Belgrade and Pristina Parties in relation to the IBM- TP;
- To support the development the Kosovo Customs (KC) and Kosovo Border Police (KBP) management team in relation to their processes and procedures, by providing mentoring, monitoring and advise (MMA) to KC & KBP at the strategic level;
- To monitor, mentor and advise the relevant KC and KBP Directorates on the strategic and operational management of borders, including border security and KC and KBP control on persons, vehicles and goods entering or exiting Kosovo;
- To provide policy advice and technical expertise from a multi-disciplinary perspective on a variety of customs and border police related practices and management issues, particularly matters related to the management of the Border Crossing Points (BCP) / CCPs, ABL and cross border inter agency co-operation;

⁵ [This position is for a temporary deployment to the Dialogue Support Unit envisaged until 14 March 2019 or until a new decision is taken by Mission's Supervising Authority.](#)

- To review when appropriate the documented policies in KC and KBP, looking closely at the code of ethics for both agencies providing a Strategic Risk Assessment ;
- To MMA KBP & KC on principles and agreements between Belgrade and Pristina (e.g. participation in meetings);
- To conduct specific thematic inspections and performance assessments at Kosovo BCPs and Customs Terminals in support of the Mission's efforts to address areas of structural weaknesses within KC & KBP; including in the areas of potential political interference, corruption, human rights, gender mainstreaming and accountability;
- To assess the achievements of KC and KBP in meeting the benchmarks set in the Visa Liberalisation Roadmap and providing assistance in such activities when needed;
- To assist KC and KBP with the implementation of the agreements reached through the Dialogue between Belgrade and Pristina;
- To support all Kosovo Border Authorities with the implementation of the National IBM Strategy and Action Plan (2018-2023) ;
- 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 liaise with other stakeholders providing technical and policy advice on border security and customs issues;
- To establish and maintain contacts with other organisations monitoring and compiling an overview of their border-related activities and identifying possible partners;
- To advise and assist KC & KBP Directorates in improving the capability of border control officers to detect all forms of border crimes, including: smuggling offences, human trafficking, irregular migration, customs frauds etc.

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 customs education; The qualification should be in the field of Social Sciences, Law, Business Administration or other related university studies; AND
- A minimum of 5 years of relevant professional experience in Customs and Border Police matters, after having fulfilled the education requirements, out of which at least 3 years of experience at management level;
- Proven experience as facilitator in cross border meetings related to international Border/Boundary agreements.

5. Essential Knowledge, Skills and Abilities:

- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- Driving license of category C;
- Ability to mentor and motivate local counterparts;
- Extensive knowledge of – Integrated Border Management (IBM), border management protocols and customs procedures;
- Very good mediation and interpersonal skills.

6. Desirable Qualifications and Experience:

- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Language skills Serbian and/or Albanian.

Position: Operational Planning and Support Coordinator	Employment Regime: Seconded / Contracted	Post Category: Mission Support Management Level
Ref. Number: EK 40006 Confirmed vacancies: 1 Pending vacancies:	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: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

Operational Planning and Support Coordinator reports to the Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities:

- To support the DHoM in managing the Operational Planning and Support activities;
- To maintain and manage a registry of all relevant communication within the Mission and associated organisations;
- To ensure that advice and information provided to the DHoM by Mission offices and associated organisations is coordinated with other relevant components within the Mission;
- To ensure close cooperation between the DHoM and/or other designated Mission staff,
- To contribute to the development of operational plans, directives, SOP's, as well as instructions and guidelines for accomplishment of mission goals and objectives;
- To coordinate and monitor the development and implementation of such plans with the designated Mission components;
- Under the direction of DHoM, to maintain contacts with relevant counterparts in order to collect, evaluate and disseminate information;
- To provide reports and assessments to the HoM and DHoM on operational planning and support activities;
- To ensure that Mission's operational support activities are coordinated with all Mission operational components/units to avoid duplication and advise on the consistency, complementarity and sustainability;
- To undertake any other related task as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities:

- To conduct and brief on security and operational risk and threat assessments to ensure that duty of care obligations are met;
- To review and present operational plans;
- To establish and maintain an operations room.

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 level; The qualification should be in the field of Political Science, Social Science, Business Administration or other related university studies; AND
- A minimum of 4 years of relevant professional experience in the field of information management and/or operation room management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to manage and coordinate a diversified and multidisciplinary team;
- Capacity to analyse and structure information;
- Proven ability to manage confidential and classified information;
- To be experienced with crypto devices and procedures;
- Experience with EU classified information;
- Capacity to conduct risk and threat assessments;
- Planning and coordination skills preferably in international organizations;

- Capacity to deliver and present in a structured way;
- Networking and mediation skills;
- Proactive and stress-resistant.

6. Desirable Qualifications and Experience:

- Professional training in risk and threat management.

7. Desirable Knowledge, Skills and Abilities:

N/A

Position: Head of Press Office/Spokesperson	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40015 Confirmed Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Head of Mission/Press Office	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Head of Press Office/Spokesperson reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To act as the Mission's main spokesperson and to communicate the work of the Mission to the public;
- To lead, direct and manage the work and staff of the Press Office (PO);
- To supervise the Press Office budget and procurement processes as well as all contracts/tenders/designs for Mission visibility items;
- To draft, if necessary, keep under review, and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits as well as supervise and coordinate arrangements for visiting journalists/media;
- To supervise the development and maintenance of an effective Mission's online presence, including on the Mission's website and social media platforms;
- To supervise the drafting of press releases, public statements, articles and other media features, and to seek clearance by the HOM if appropriate;
- To ensure coordination with the press offices of other EU actors in theater;
- To establish and foster a network of key media counterparts in theater;
- To contribute to the identification and development of lessons learned within his/her area of expertise;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To contribute to the Mission's efforts to support local rule of law institutions in their public relations' work.

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 Communication Sciences, Political Science, International Relations or Business Administration; AND
- A minimum of 7 years of relevant professional experience, in the field of communication/press and or public information, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities:

- Knowledge and practical experience of formulating (written and oral) and implementing a communication strategy;
- Writing and drafting skills;
- Networking skills and initiative;
- Presentation skills.

6. Desirable Qualifications and Experience:

- Experience as a spokesperson and institutional communication;
- Experience in running media and outreach campaigns.

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.

Position: Project Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: EK 40030 Confirmed Vacancies: 1 Pending Vacancies: 0	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 Project Officer reports to the Head of the Planning and Reporting Office.

2. Main Tasks and Responsibilities:

- To coordinate with the Head of the Planning and Reporting Office (HoPRO) in order to provide a coherent technical support for Operations and Monitoring Pillars' activities as stipulated in the Mission Implementation Plan (MIP);
- To support Operations and Monitoring Pillars through the identification, planning, co-ordination, implementation and review of small scale projects;
- To closely coordinate with the Mission Support Department (MSD) on the administrative procedures related to the implementation of small scale projects, and provide technical support to Mission Pillars' experts in this matter;
- To prepare meetings for the Project Committee in which, among others, Operations Pillar Monitoring Pillar and MSD participate to determine the list of priority projects, examine problems related to project implementation, propose ways to improve procedures, etc.;
- To share all relevant information on small scale projects through EULEX KOSOVO information system;
- To monitor the approved small scale projects, with the support of Planning and Reporting Office Programme Managers;
- To cooperate and exchange information with the EU Office in Kosovo and other relevant stakeholders;
- To undertake any other related tasks as required by the HoPRO.

3. Mission Specific Tasks and Responsibilities:

- To provide statistics and data for final outcome and impact evaluations and reports for small scale projects to the research component of the Office;
- To conduct project evaluations in coordination with Mission Support Department and project managers;
- To manage the framework contract for the venue where workshops and seminars are conducted;
- To oversee the financial management of small scale projects including budgets, procurement and overall expenses in line with EU financial regulations;
- To oversee the work of the Mission language pools and to be project manager for the Missions translation contracts;
- To forecast future financial needs and to liaise accordingly with Finance and Procurement Offices;
- To represent EULEX KOSOVO at donor coordination meetings and to channel relevant information from and to the 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 Project Management, Business/Public Administration or other related university studies; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- Budget management experience, experience in preparing budget proposals and managing expenditures;
- Professional experience in all phases of Project Cycle Management.

5. Essential Knowledge, Skills and Abilities:

- Report writing and communication skills, strong client orientation;
- Excellent time management abilities and attention to detail.

6. Desirable Qualifications and Experience:

- Experienced in project management software as well as MS Excel;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in a CSDP context.
- Experience in liaison with police, the judiciary, prosecution, and customs authorities.
- Experience in rule of law, and institutional building contexts.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU administrative procedures and EU financial regulations.
- Knowledge of Instrument for Pre-Accession (IPA), and Twinning Projects.

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

- Substantial 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: Transition Coordinator	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: EK40081 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar	Level of Security Clearance: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Transition Coordinator reports to the Head of Monitoring Pillar.

2. Main Tasks and Responsibilities:

- To map, assess and review current bilateral and multilateral assistance, particularly in relation to EU instruments, in the areas covered by the Mission mandate in preparation for transition of all monitoring Pillar tasks to an alternate EU presence;
- To closely coordinate with the Mission's operational components/units to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To facilitate liaison and coordination between Mission operational components/units and relevant stakeholders;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To contribute to Mission's internal and external reporting against benchmarking;
- To undertake any other related tasks as requested by the Head of Monitoring Pillar.

3. Mission Specific Tasks and Responsibilities:

- To support the Head of the Monitoring Pillar in operationalising the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of transition to the EUSR/EUO;
- To administer and ensure efficient implementation of the transition process, including by coordinating tasks within the Monitoring Pillar and establishing a structured reporting mechanisms to EUSR/EUO on identified priorities and actions;
- To monitor rule of law developments identifying areas of significance for Mission mandate/transition and, in this regard promote a smooth flow of information with the EUSR/EUO;
- To coordinate activities with relevant rule of law stakeholders, and in particular with the EUSR's experts and the EU Commission programs;
- To maintain and oversee the use of the monitored cases database;
- To ensure the proper handling of documentation and files related to the transition process and the handover of cases within the Office of the Head of the Monitoring Pillar, including the handling of EUCI;
- To contribute to the overall strategic direction and objectives of the Monitoring Pillar, providing advice, analysis, and reporting on the handover process of the line of operation's functions to alternate EU instruments;
- To advise and/or assist preparing strategic documents outlining future planning and vision on the process of implementation of the transition activities;
- To assist in developing and coordinating small scale projects within the Monitoring Pillar, and report project performance to the Head of Monitoring Pillar;
- To ensure that gender mainstreaming is part of every transition activity to alternate EU instruments and in any planned policy action; and,
- To assist the Head of the Monitoring Pillar with aspects of Mission visibility, e.g. preparing presentations and other relevant materials.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; The qualification should be in any of the fields of Law, Political Sciences, Business of Public Administration or other related university studies; OR police or military equivalent education or training; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 1 years of experience with coordination of monitoring, mentoring and advising activities;
- Experience with coordinating rule of law activities with rule of law institutions;
- International experience, particularly in crisis areas with multi-national and international organisations.

5. Essential Knowledge, Skills and Abilities:

- Substantial 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;
- Capacity to analyze and structure information;
- Planning and coordination skills;
- Capacity to deliver in a structured way;
- Networking and mediation skills.

6. Desirable Qualifications and Experience:

- Experience in supervising small scale projects and having project management certification, such as APM, PPM, PRINCE2, or equivalent;
- Experience with gender mainstreaming;
- Ability to perform under stress and in difficult circumstances.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Chief of Correctional Unit / Advisor to the Head of Kosovo Correctional Services (KCS)	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40085 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/ Correctional Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in the fields of Law, Criminology or other related university studies OR equivalent and attested Correctional service education; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at a management level;
- A minimum of 3 years of experience in a leading position in the penitentiary field as a prison director, director in prison administration or comparable background.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate staff;

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: Correctional Advisor	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: EK 40086 Confirmed Vacancies: 2 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 Advisor reports to the Chief of Correctional Unit/Advisor to the Head of Kosovo Correctional Services.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Mission Advisors as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Chief of the Correctional Unit/Advisor to the Head of Kosovo Correction 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) the Kosovo Correctional Service (KSC);
- To monitor, mentor and advise the management of the KSC in the area of correctional management;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, accountability, corruption, human rights, etc.;
- In case of non-compliance, to report without delay to the Chief of Unit including recommendations on how to address the situation;
- To assist the other staff of the Correctional Unit in the conduct of their operations.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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 OR equivalent correctional service education. The qualification should be in Law, Criminology or other related university studies AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 5 years of professional experience within the field of penitentiary systems.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: Mobile Monitor (Justice)	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40091 Confirmed Vacancies: 8 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: No Personnel Security Clearance is Needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Mobile Monitor (Justice) reports to the Chief of the Case Monitoring Unit.

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To monitor the Kosovo criminal and civil justice system through direct observation of criminal and civil proceedings, analysing court records, and liaising with court staff, judges, prosecutors and lawyers;
- To monitor selected cases processed by the justice system in accordance with a plan elaborated by the Mission;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To report on monitoring activities and assess the performance of the justice system against domestic law and international human rights standards;
- In coordination with the Thematic Lead Monitors, to conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to identify and address areas of structural weaknesses of local counterparts;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, minority groups, human rights and gender issues, etc.;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 3 years of relevant professional experience in justice and/or trial monitoring;;
- Experience in legal research and analysis;
- Experience in case work/processing and complaint handling.

5. Essential Knowledge, Skills and Abilities:

- Ability to respect the principles of judicial independence and objectivity, as well as the monitoring principles of non-intervention, impartiality, confidentiality and professionalism;

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to perform under stress and in difficult circumstances;
- Mediation, team-working and interpersonal skills;
- Report writing skills;
- Sound knowledge of RoL/justice aspects, in particular in a post-conflict environment;
- Ability to acquire, analyse and manage information from a variety of sources;
- Knowledge of the specificities of the material and procedural criminal law and/or civil law in Kosovo.

6. Desirable Qualifications and Experience:

- Legal experience in transitional justice processes in the Balkans in the following thematic areas: property, privatization, crimes under international law, gender based violence, hate crimes, etc.); Experience in justice reform either domestically or internationally.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Thematic Lead Monitor - Case Administration and Management	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40096 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Thematic Lead Monitor - Case Administration and Management reports to the Chief of the Case Monitoring Unit.

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To establish professional working relationship with Judges, Prosecutors, Court and Prosecution Registrars, Court Administrators, clerks and officers, Members of the KJC and KPC, dealing with Case Administration and Management in courts and prosecution offices;
- To propose assistance, where necessary, to Kosovo Administration of Justice institutions for proper implementation of international and Kosovo strategic documents in the area of Case Administration and Management in courts and prosecution offices;
- To analyze the Case Administration and Management in Kosovo and identify possible areas of improvement.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience in the judicial field, after having fulfilled the education requirements;
- A minimum of 3 years of relevant professional experience in the field of Case Administration and Management 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 Case Administration and Management and European best practices and standards in this field, international and regional human rights 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.

Position: Thematic Lead Monitor – Crimes under International Law	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40097 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Thematic Lead Monitor - Crimes under International Law reports to the Chief of the Case Monitoring Unit.

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To establish professional working relationship with Judges, Prosecutors, Members of the KJC and KPC, Kosovo Government, NGOs, civil society, relevant local and international authorities and organizations dealing with crimes under international law;
- To propose assistance, where necessary, to Kosovo Administration of Justice institutions for the proper implementation of international and Kosovo strategic documents in the area of war crimes, crimes against humanity and transitional justice;
- To analyze the investigation and adjudication of war crimes and crimes against humanity in Kosovo and identify possible areas of improvement.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience in the judicial field and/or as litigator, after having fulfilled the education requirements;
- A minimum of 3 years relevant professional experience in the field of international criminal law 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 international criminal, humanitarian and human rights law, international and regional human rights instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, and EU policies, legislation, guidelines and best practices applicable in the human rights, transitional justice 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:

- Experience in the field of war crimes and crimes against humanity;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

- A minimum of 3 years of relevant professional experience in the field of Gender Based Violence 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 international and regional human rights legal instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms and EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector.
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Excellent legal drafting skills.
- Ability to perform under stress and in difficult circumstances;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Thematic Lead Monitor - Hate Crimes	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40099 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

- A minimum of 3 years of relevant professional experience in the field of Hate Crimes 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 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.

Position: Thematic Lead Monitor – Privatization and Liquidation	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40100 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Thematic Lead Monitor – Privatization and Liquidation reports to the Head of the Case Monitoring Unit.

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To establish professional working relationship with Judges, Prosecutors, Court clerks and officers, Members of the KJC and KPC, Kosovo Government, NGOs, civil society, relevant local and international authorities and organisations dealing with Property Rights and Privatization of SOEs (both cases and policies);
- To propose assistance, where necessary, to Kosovo Administration of Justice institutions for proper implementation of international and Kosovo strategic documents in the area of cases and (judicial) policies related to Property Rights and Privatization of SOEs;
- To analyze the Property Rights situation in Kosovo (legal and institutional), focusing on Privatization and Liquidation of SOEs, and identify possible areas of improvement;
- To cooperate closely with Thematic Lead Monitor KPA Appeals Panel.

4. Essential Qualifications and Experience:

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

- A minimum of 6 years of relevant professional experience in the judicial field and/or litigator, after having fulfilled the education requirements;
- A minimum of 3 years of relevant professional experience in the fields of Property Rights, Privatization and Liquidation of SOEs 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 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;
- Excellent legal drafting skills;
- Ability to perform under stress and in difficult circumstances;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

- Demonstrable knowledge of the specificities of the Property Rights history and constraints in Kosovo in relation to the conflict, internal displacement, privatization of assets, land registries and other region specific matters.
- Knowledge of the regional specificities and case law in relation to the Privatization and Liquidation of Socially Owned Companies in Kosovo after the Kosovo conflict and the establishment of the Kosovo Trust Agency and its institutional successors;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organizations;
- Litigation experience in the field of civil justice and property related processes.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Thematic Lead Monitor – Kosovo Property Agency (KPA) Appeals Panel	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40101 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Thematic Lead Monitor – KPA Appeals Panel reports to the Head of the Case Monitoring Unit.

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To establish professional working relationship with Judges, Prosecutors, Court clerks and officers, Members of the KJC and KPC, Kosovo Government, KPSVA, NGOs, civil society, relevant local and international authorities and organisations dealing with property rights and property restitution;
- To propose assistance, where necessary, to Kosovo Administration of Justice institutions for proper implementation of international and Kosovo strategic documents in the area of cases and (judicial) policies related to restitution of property and property rights;
- To analyze the Property Rights situation in Kosovo (legal and institutional), focusing on the situation related to the loss of property rights conflict, and identify possible areas of improvement;
- To cooperate closely with Thematic Lead Monitor-Property and Privatisation.

4. Essential Qualifications and Experience:

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

- A minimum of 6 years of relevant professional experience in the judicial field and/or litigator, after having fulfilled the education requirements;
- A minimum of 3 years of relevant professional experience in the fields of civil law 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 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;
- Excellent legal drafting skills;
- Ability to perform under stress and in difficult circumstances;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in post conflict or in crisis areas with multi-national and international organizations;
- Litigation experience in the field of civil justice and property related processes.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Transport Officer (Transport Workshop)	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Assistant Level
Ref. Number: EK 40132 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Mission Support Department/ Technical Services /Transport Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The Transport Officer (Transport Workshop) reports to the Chief of Transport Unit.

2. Main Tasks and Responsibilities:

- To oversee a large vehicle workshop dealing with a mixed vehicle fleet of 4x4, heavy commercial vehicles, material handling equipment, engineering equipment, armoured, anti-mine and soft skin vehicles;
- To ensure that all workshop equipment is adequately maintained and that personnel is properly trained and supervised in its use while all requirements related to Health & Safety and Environmental Protection are met;
- To identify needs of goods and/or services specifically required for the area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To technically advise and monitor repairs on all vehicle types and systems including hydraulic, electrical, transmission both automatic and manual, air brake systems, anti-lock brake systems, traction control systems, diesel and petrol engines, based on an extensive professional knowledge of them;
- To demonstrate excellent skills in vehicle computer diagnostic management systems;
- Constant monitoring and quality control of all mechanical and accident repairs demonstrating a high degree of knowledge in modern repair methods and practises, to perform road tests on all types of vehicles including armoured and LGV, after repairs;
- To be able to carry out complete operational and safety inspections on all types of vehicles, working with minimal supervision in an arduous environment;
- To provide advice, support and training on all Transport Unit and Workshop related issues, implementing maintenance and training programmes where required;
- To monitor the performance of external maintenance contractors through quality control inspections and technical advice to the Contracts, Insurance & Claims Officer;
- To ensure the effective update of related databases, inventories and lists of equipment;
- To provide support on Transport Unit related matters to Mission members (e.g. vehicle recovery);
- To be available to perform all activities in Pristina or Mitrovica as required;
- To undertake any other related tasks as requested by the Chief of Transport Unit.

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 specific vocational trainings in the field of Transport;
- A minimum of 5 years of relevant professional experience in vehicle maintenance and repair, after having fulfilled the education requirements;
- Proven experience in the management of large transport maintenance workshops, including Health & Safety and Environmental Protection;
- Experience in the implementation of procurement processes and regulations;
- Good awareness of different product and services markets related to vehicles and vehicle services.

5. Essential Knowledge, Skills and Abilities:

- Be familiar with project environment;

- Proven track record in vehicle maintenance with a sound knowledge of modern business practices and vehicle technology as well as use of IT tools (databases, inventory, maintenance planning as well as MS Office applications);

6. Desirable Qualifications and Experience

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

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.

Position: Chief of Communication and Information Systems (CIS) Unit	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40140 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability:
Pillar/Department/Unit: Mission Support Department/ Technical Services/ Communication and Information Systems (CIS) Unit	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Chief of CIS Unit reports to the Head of Technical Services.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the CIS Unit;
- To advise the Head of Technical Services on the development and implementation of CIS strategy, and on CIS operational matters affecting the Mission;
- To set the overall direction for technology for the Mission through strategic planning and developing multi-year work plans for the CIS Unit in alignment with organisational technology needs;
- To establish and monitor the CIS departmental budget to maintain operational capabilities and ensure a continuing evolution of technology implementation;
- To establish and maintain strategic services provider partnerships to provide best-in-class services to the Mission, and optimise costs of services through a mix of internal and external resources;
- To coordinate all information technology activities and services, including Service Management Services, Information Systems Services, Systems Administration Services, Network Services, Regional Support Services, and Communications in the Mission;
- To ensure the implementation and monitoring of information systems security measures to safeguard Mission critical data and systems from cyber threats;
- To manage contracts and vendor relations with regard to outsourced and procured goods and services, including hardware and software, network connectivity services, satellite communication services, internet services, telephone services, and expert consultancies and external support services;
- 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 Technical Services.

3. Mission Specific Tasks and Responsibilities:

- To provide technical advice on CIS matters to Mission management;
- To establish liaison and coordinate cooperation with other international organisations within the Mission area with regards to CIS technology;
- To draft and review CIS-related policies and directives and produce technical documents on disaster recovery and network/server documentation;
- To establish and maintain a reliable intra-organisational information flow between software developers, database administrators and clients/users;
- To resolve operational problems and perform cost-benefit analyses on hard- and software;
- To ensure the operation of the entire Mission network, to coordinate in-Mission computer hard- and software standardisation and to maintain security and backup of Mission data;
- To support technical maintenance and development of procurement, personnel management, finance control, assets control, pass and ID systems and databases;
- To identify CIS needs for goods and services and identify technical means requirements for CIS procurements;
- To plan, analyse and design CIS service projects;
- To draft tender specifications and originate requisitions for equipment, services, spare parts and supplies;
- To contribute to security and contingency policies for the Mission CIS structure;

- To implement security mechanisms in order to protect the Mission network from electronic threats that would compromise the Mission network and infrastructure.

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 Communication and Information System Technology, Computer Sciences, Communication and Information System Engineering or other related fields; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which 5 years at management level;
- A minimum of 10 years of progressively responsible experience in Communication and Information System management, design and development, and in implementation of complex Communication and Information Systems with an excellent knowledge in procurement and tender procedures.

5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of current technologies for information systems, networking systems, and communication systems, and industry best practices in IT strategy and governance, including in radio and satellite communication technology solutions;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- Advanced knowledge of Microsoft Server and Operating Systems technologies, Cisco network devices and IOS. Relevant certifications are an asset;
- Advanced knowledge of Microsoft Exchange Server.
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
- Effective project management skills.

6. Desirable Qualifications and Experience:

- Experience in managing diverse technical teams of national and international specialists, e.g. communications, information systems, and information technology;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Extensive knowledge of organisational technology needs and solutions, with proven ability to communicate to end-users as well as IT and communications specialists;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances.

Position: Cybersecurity Analyst and Incident Responder	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management level
Ref. Number: EK 40146 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 (CIS) Unit	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Cybersecurity Analyst and Incident Responder reports to the Chief of Communications and Information Systems Unit (Chief CIS). He liaises closely with the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To act as the first line of response regarding the potential occurrence of a cyber-attack;
- To ensure real-time monitoring of cyber defense and intrusion detection systems;
- To perform human-based analysis of automatically correlated events;
- To categorize events, incidents and vulnerabilities based on relevance, exposure and impact;
- To activate initial response plan based on standard procedures;
- To integrate cyber-defense solutions for efficient detection;
- To define and implement the incident response strategy through identification, data collection and analysis, containment, eradication and recovery;
- To integrate indicators of compromise (IOCs) in security solutions;
- To produce qualified reports and following-up on actions;
- To draft incident reports tailored for management and technical peers;
- To produce and maintain accurate and up-to-date technical documentation, including processes and procedures, related to security incidents and preventive maintenance procedures;
- To examine available information and gather evidence or artefacts related to an incident;
- To process incoming warnings, alerts and reports;
- To contribute to the design of the overall monitoring architecture and configure the security information and event management components for optimal performance;
- To perform risk, impact and damage assessments;
- To identify lessons learnt and recommendations to improve security controls such as mitigating the risk of re-occurrence;
- To take active part in developing and improving the maturity framework for the cybersecurity governance mechanism through close collaboration with the Information Security Officer;
- To collaborate closely with and report on all relevant threats and incidents to the Senior Mission Security Officer and the Information Security Officer.
- To undertake any other related tasks as requested by Chief CIS.

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 Informatics, Cybersecurity, Digital Investigation, Information Systems Engineering/Security or other related fields; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience with network security auditing tools and procedures;

5. Essential Knowledge, Skills and Abilities:

- Substantial knowledge in Windows security events analysis;
- Substantial knowledge in the security analysis of firewall, proxy and IDS/IPS logs;
- Substantial knowledge in writing and optimizing IDS/IPS signatures and integration of IOCs;
- Knowledge of forensics procedures and techniques;
- Good technical drafting and reporting skills in English;
- Creative planning and problem solving skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Holding at least one of the following international certificates: CCFP (Certified Cyber Forensics Professional), GCIH (GIAC Certified Incident Handler), GCIA (GIAC Certified Intrusion Analyst), ECIH (EC-Council Certified Incident Handler), GCED (GIAC Certified Enterprise Defender), GPPA (GIAC Certified Perimeter Protection Analyst), GCFE (GIAC Certified Forensic Examiner), GCFA (GIAC Certified Forensic Analyst) or other equivalent certifications recognized internationally.

7. Desirable Knowledge, Skills and Abilities:

- *N/A*

Position: Chief of Close Protection Unit	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level
Ref. Number: EK 40158 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
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 Chief of Close Protection Unit reports to the Deputy Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Police Sciences, Military Sciences, Social Sciences or Security OR equivalent and attested police or/and military education OR a Civilian Security Organization with specialized training on field operations, force protection and/or security AND
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements;

- A minimum 3 years of progressively responsible professional experience at management level in the Field of Close Protection in the civilian security sector or in the military/police;
- Experience in safety and security and in the development of relevant policies and procedures.
- Authorised to carry and issued a personal weapon;
- Validated license for armoured vehicle or driving license of category C;
- Trained and certified in advanced close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving).

5. Essential Knowledge, Skills and Abilities:

- Demonstrated ability in providing effective operational planning for a CPU;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Ability to operate a variety of communication systems.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

Position: Close Protection Operator	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Assistant Level (MSAL)
Ref. Number: EK 40159 Confirmed Vacancies: 6 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
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;
- A minimum of 2 years of experience in close protection;
- Validated license for armoured vehicle or 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 ASAP 1 in Aug-18
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;
- Validated license for armoured vehicle or driving license of category C.

5. Essential Knowledge, Skills and Abilities:

- Analytical skills;
- Demonstrated ability and experience to contribute creatively to the development of security strategies and procedures;
- Excellent organisational, planning, and time-management skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Excellent knowledge of the Mission area and potential threats.

Position: Advisor to the President of the Mitrovica Basic Court ⁶	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 40204 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Dialogue Support Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Advisor to the President of Mitrovica Basic Court reports to the Head of Monitoring Pillar.

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To support the development of the Mitrovica Basic Court in the field of Justice Reform through mentoring, monitoring and advising;
- To be the key interlocutor with the President of the Mitrovica Basic Court;
- To develop policies in line with the Mitrovica Basic Court, Kosovo Judicial Council and the Ministry of Justice.

4. Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; The qualification should be in the field of Law; AND
- A minimum of 6 years of relevant professional experience in the judicial field and/or as litigator, after having fulfilled the education requirements;
- A minimum of 4 years of professional experience as judge in adjudication and court-management.
- International experience, particularly in post conflict or in crisis areas with multi-national and international organizations.

5.

⁶ This position is for a temporary deployment to the Dialogue Support Unit envisaged until 14 March 2019 or until a new decision is taken by Mission's Supervising Authority.

Essential Knowledge, Skills and Abilities:

- Knowledge of court management and procedural law, transitional justice and rule of law sector;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Knowledge of Kosovo legislation and jurisprudence;
- Knowledge and understanding of the social and political situation in Kosovo;
- Ability to perform under stress and in difficult circumstances;
- Mediation, social and interpersonal skills;
- Ability to mentor and motivate local counterparts;
- Reporting and writing skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Serbian and/or Albanian language.