

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Rule of Law Mission in Kosovo (EULEX Kosovo) 3-2019 Extraordinary Call for Contributions Requirements and Job Descriptions						
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	Con- firmed	Total Vacancies	Availability
	<u>Seconded</u>					
	EK 40052	Special Liaison Intelligence Officer	0	1	1	ASAP
	<u>Seconded/Contracted</u>					
	EK 40048	Forensic Anthropologist/ Identification Coordinator	0	1	1	ASAP
	EK 40119	International Doctor	0	1	1	ASAP
	EK 40125	Weapons and Firearms Instructor/Armourer	1	0	1	17 Feb 2020
Deadline for Applications:	Thursday 12 December 2019 at 17:00 hours (Brussels time)					
Applications must be submitted to:	1 - For candidates seconded by EU Member States: https://goalkeeper.eeas.europa.eu/registrar/ 2 - For contracted candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do 3 - For seconded and contracted candidates from Contributing Third States: cpcc.eulexkosovo@eeas.europa.eu					
Information:	For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC): Mr Andre Konze cpcc.eulexkosovo@eeas.europa.eu +32 (0) 2 584 3848					

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. Based on a political decision Contributing or Invited Third States may 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. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English or French 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:

I. General Conditions

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.

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

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

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

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

II. Requirements

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all job descriptions:

1. Training – e-Hest² or equivalent. The candidate should also have undergone a Pre-Deployment Training (PDT) in accordance with the CSDP agreed Training Policy.

2. Education – The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)³, or equivalent, at a level specified in the individual job description.

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

4. Skills and abilities

Language Skills⁴ – 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.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal, communication and negotiation skills, both written and oral.

Organisational skills – The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Driving Skills – 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. A 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.

II.B Desirable Requirements

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.

² <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

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

⁴ [Common European Framework of References for Languages](#)

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

III. Essential Documents and Equipment for Selected Candidates

Passport – The selected candidates must have 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.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

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.

Personal Protection Equipment (PPE) – Deploying police and civilian seconded Mission Members should be equipped with body armour with a protection level of no less than NU Level III-A (protection against handgun calibres) armour vest with front/back NIJ Level IV armour plates (protection against assault rifle calibres) and NU III-A level helmets.

All police personnel should also be equipped with a sleeping bag, a first aid kit and a gas mask.

Those Mission Members that are required and authorised to carry weapons are expected to deploy with the required weapons in accordance with the requirements of the EULEX KOSOVO OPLAN Annex 9 and the Non-Paper on Weapons Policy dated 30 April 2008.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. Additional Information on the Selection Process

Gender Balance - 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 at all levels.

Application Form – Applications will be considered only when using the standard Application Form accessible on the Goalkeeper-Registrar software module. Applications from seconded and contracted

candidates from Contributing Third States will be submitted per standard Application Form (Annex 2) in Word format, 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 time for the interviews is December 2019.

Data Protection - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

V. 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: 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:

- Ability to perform under stress and in difficult circumstances.

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's mandate in the field of forensics, focusing on missing persons and exhumations;
- To conduct forensic anthropological analysis, including the analyses of complex cases of commingled remains;
- To assist in the field, whenever exhumations are conducted;
- To conduct detailed analyses related to DNA and anthropological procedures related to identification work;
- To manage and process of all documentation pertaining to samples sent for DNA testing as well as results received;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Deputy Director of the Institute of Forensic Medicine.

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in at least one of the following fields of expertise: Forensic Anthropology or Physical Anthropology; AND
- A minimum of 5 years of relevant professional experience in Forensic, after having fulfilled the education requirements;
- Proven experience of exhumation processes.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

N/A

7. Desirable Knowledge, Skills and Abilities:

- 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: International Doctor	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level
Ref. Number: EK 40119 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Mission Support Department/ Medical Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

The International Doctor reports to the Chief of Medical Unit.

2. Main Tasks and Responsibilities:

- To establish diagnoses and decide on the medical management of patients;
- To work in the Out-patient Clinic, In-patient Facility, Emergency Room and the Ambulance Emergency Medical Services;
- To respond to emergency calls and provide adequate treatment to the patient;
- To prepare patients for interventions and escort patients to other medical facilities as required;
- To stay on call as required and perform shift duties including nights and week-ends;
- To discuss complex cases with the Chief of Medical Unit, and assist in collecting information to substantiate/justify medical evacuations;
- To assist the Chief of Medical Unit in monitoring the epidemiological and overall medical situation in the area of operation, promoting and implementing preventive medical and occupational health measures, including hygiene medical campaigns and recommendations for immunizations;
- To assist the Chief of Medical Unit in research and surveys on identified medical topics, as required;
- To refer staff to outside specialists as necessary and follow-up with such cases;
- To participate in addressing work environment and occupational health issues;
- To keep detailed statistics and report updates to the Chief of Medical Unit;
- To undertake any other related tasks as requested by the Chief of Medical Unit.

3. Mission Specific Tasks and Responsibilities:

- As part of the medical team of EULEX Kosovo, to perform medical examinations and routine check-ups of Mission staff members;
- To lead, advise and supervise local EULEX Kosovo doctors GP's in regular out-patient clinical duties and in collaboration with them to provide quality assured general practice;
- To co-operate closely with medical staff of other international organisations working in the EULEX Kosovo Mission area to exchange information on the basis of pertinent technical arrangements;
- To communicate with and update the Chief of Medical Unit on any issue required in the EULEX Kosovo medical facilities;
- To maintain patient's records as per the official EULEX Kosovo procedures and instructions, and exercise confidentiality;
- To provide hands-on training to the local EULEX Kosovo doctors and staff in her/his area of expertise.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 5 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 as General Medicine Practitioner; AND

- Diploma in medical specialization after the above mentioned qualification, in the field of General Practice/Family Medicine and/or other relevant clinical specialties;
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements;
- At least 5 years of progressive clinical experience in the field of General Practice and/or other relevant clinical specialty;
- Provide a "Certificate of Good Standing/Current Professional Status" issued by a competent national authority.

5. Essential Knowledge, Skills and Abilities:

- Advanced Emergency Medicine training EU recognized (e.g. ALS certificate, PHTLS certificate);
- Excellent interpersonal, communication, leadership (being the leader of a medical team) and team-working skills;
- Cognitive skills of decision making, situation awareness and task management;
- Fluency in English language, both written and oral.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Teaching experience as instructor in the field of medical training (e.g. ERC certificates as BLS/ALS instructor);
- Experience in pre-hospital and in-hospital Emergency Medical Service;
- Experience in Ultrasound Examination (i.e. abdominal US, FAST, etc.).

7. Desirable Knowledge, Skills and Abilities:

- Ability and willingness to work with people with different cultural and religious background and diverse political views while maintaining impartiality and objectivity;
- Ability to perform under stress and in difficult circumstances, attention to details, solid work ethics.

Position: Weapons and Firearms Instructor/Armourer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Assistant Level
Ref. Number: EK 40125 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: 17 Feb 2020
Pillar/Department/Unit: Mission Support Department/Human Resources Office	Security Clearance Level: No Personnel Security Clearance is needed	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma, complemented by Police or Military Training; AND
- A minimum of 6 years of professional military/police/security experience, after having fulfilled the education requirements out of which:
- A minimum of 5 years of experience, excellent knowledge and proven skills in the area of delivering firearms training, including a high standard of physical fitness;
- A minimum of 2 years of experience delivering training to an international audience;
- Experience and formal qualifications from a military/police/security institution within the field of Training;
- Pistol & Rifle Instructor certification/accreditation from a recognized institution.

5. Essential Knowledge, Skills and Abilities:

- Demonstrated knowledge of the aspects of Weapons Training development and in the field of maintenance and/or technical assessment of firearms;
- Knowledge of applicable international standards/best practices and human rights regulations relevant to the use of firearms and use of force;
- Technical knowledge of side arms and long barrelled weapons.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and/or international organisation;
- Certified as an instructor and armourer for the Mission-owned weapons systems, such as HK G36 rifles, Glock pistols and FNP 90;
- Category C driving license.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.