

Position: Member of the Human Rights Review Panel	Employment Regime: Seconded	
Ref. Number: EK 60300 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Human Rights Review Panel	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Member of the Human Rights Review Panel (HRRP) reports to the Civilian Operations Headquarters (CivOpsHQ). The total indicative time commitment for this part-time position is approximately 25%.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the CivOpsHQ.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law with a specialization in Human Rights, International Public Law or Administrative Law;
- AND
- A minimum of 9 years of relevant professional experience, after having fulfilled the educational requirements;
- Extensive and progressively responsible professional experience in the field of human rights law;
- Experience working as a judge law professor **or** admission to the bar or otherwise qualified to practice law in an EU Member State.

5. Essential Knowledge, Skills and Abilities:

- Substantial knowledge of international and regional human rights instruments and mechanisms such as the Convention for the Protection of Human Rights and

Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;

- Ability to interpret and apply legislative instruments based on sound legal judgment.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: Deputy Head of Security and Health Department*	Employment Regime: Seconded	
Ref. Number: EK 60251 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Security and Health Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Deputy Head of Security and Health Department (DHoSHD) reports directly to the Head of Security and Health Department (HSHD) and in his/her absence, to the Head of Mission.

2. Main Tasks and Responsibilities:

- To support the HSHD in leading, managing and coordinating the work and staff of Security and Health Department;
- To support Mission members in relation to security measures and ensure all necessary actions are taken particularly in emergency cases;
- To assist the HSHD in the supervision and planning of all field visits/journeys and provide timely advice and guidance to Mission members;
- To assist the HSHD in the management of contracted local security services;
- To travel throughout Kosovo and conduct security measures;
- To contribute to the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures;
- To contribute to, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the MSP, including provisions for relocation/evacuation as well as effective warden and movement of personnel system;
- To deputise for the HSHD as required;
- To advise the Head of Mission, senior Mission management and other parts of the Mission on all security related matters affecting the Mission, its assets, personnel and information;
- To assess the security situation and provide advice, assistance, and implement measures to ensure the security and safety of Mission's members;
- To contribute to the protection of EU classified information (EUCI) within the Mission and ensure information is handled in accordance with EU rules and regulations;
- To produce the security inputs to daily Situation Reports, Weekly Operations Summaries, Monthly and Six Monthly Reports etc. and to ensure real time reporting from potential trouble spots as appropriate;
- To provide comprehensive security induction training to Mission members;
- To conduct regular security drills, communication tests and evacuation exercises;
- To advise Mission members on security issues as required;
- To perform security reviews of Mission members personal protective equipment, transport, Mission members residency as necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and draft related terms of references;
- To ensure that all security and communication equipment is operational and ready to use;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;

- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the HSHD.

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 related to 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 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level;

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to contribute creatively to the development of security policies and procedures;
- Planning and time-management skills;
- Very good interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience:

- University or/and Master's Degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of the EU Mission Security Officer Certification Course;
- Professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Experience in safety and security and in the development of relevant policies and procedures;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Position: Procurement Officer	Employment Regime: Seconded	
Ref. Number: EK 60211-1 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Procurement Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Procurement Officer reports to the Head of Procurement Unit.

2. Main Tasks and Responsibilities:

- To conduct contracting and procurement processes for the Mission in line with established professional and transparent procurement policies, rules and procedures;
- To assist and advise the Head of Procurement Unit on legal issues related to the procurement cycle (from strategic planning to contract);
- To assist other units with contracting and procurement matters and procedures;
- To identify and promote opportunities for environmental sustainability in procurement processes from sourcing to contract management, in line with EU policies;
- To develop professional relationships and working partnerships with the European Commission and the European Union External Action Services involved in procurement processes;
- To develop professional relationship and work partnerships with procurement colleagues in other civilian CSD Missions to exchange best practices;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality, human rights and environmental sustainability aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Procurement Unit.

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 and/or military education or training or an award of an equivalent rank.
AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and financial acumen;
- Ability to establish, plan and review priorities;
- Experience in using legally established professional and transparent procurement policies, rules and procedures.

6. Desirable Qualifications and Experience:

- The educational qualification should be in the field of Law, Public Administration, Business Administration or other related university studies;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures.
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System;
- Negotiations and project management skills;
- Supply market analysis skills.
- Experience in sustainable and green procurement.

Position: Head of Finance Unit	Employment Regime: Seconded	
Ref. Number: EK 60205 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Finance Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Finance Unit reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of the Finance Unit;
- To ensure sound and effective financial management of the Mission and the development of internal policies and procedures for finance matters;
- To define procedures for accounts, payments, petty cash, claims and other financial functions;
- To approve financial obligations, payments and disbursements.
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting;
- To limit financial risk by taking action to evaluate the local banking infrastructure and the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with relevant supervising authorities and all other relevant actors;
- To ensure that external audits are carried out and their recommendations implemented;
- To coordinate the preparations for the Mission's periodical budget, and liaise with the Civilian Operations Headquarters and the Foreign Policy Instrument;
- To identify goods and services required to improve the efficiency of the unit and define any related technical specifications for procurement;
- To identify, manage and report risks arising from the implementation of specific processes/systems/projects, including physical and electronic security of funds, and active, archived documents and transactions;
- To act as main Accounting Officer of the Mission
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Mission Support Department.

4. Essential Qualifications and Experience:

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

OR equivalent and attested police and/or military education or training or an award of an equivalent rank;

AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software;
- Excellent analytical, research and problem-solving skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- University degree and/or Master's degree in Economics, Finance, Banking, Accounting and/or specialised training/course in Finance, Accounting like an Enterprise Resource Planning (ERP) system;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of any of the official languages in Kosovo.

Position: Deputy Head of Case Monitoring Unit*	Employment Regime: Seconded	
Ref. Number: EK 60091 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations/ Justice and Corrections Component/ Case Monitoring Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Deputy Head of Case Monitoring Unit reports to the Head of the Case Monitoring Unit (CMU).

2. Main Tasks and Responsibilities:

- To support the Head of the CMU in leading, managing and coordinating the work and staff of the CMU in accordance with the Mission Implementation Plan and relevant planning document;
- To deputise in the absence of the Head of the CMU;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To ensure timely reporting on activities as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components/Units and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To develop and organise training or workshop courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system in Kosovo.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Case Monitoring Unit.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law;
AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements out of which:
 - A minimum of 2 years at coordination/management level;
 - 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 exercise collaborative, sound and effective leadership;

- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and government decision makers;
- 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;
- 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: Deputy Head of Human Resources Section*	Employment Regime: Seconded	
Ref. Number: EK 60051 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Human Resources Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Deputy Head of Human Resources Section reports to the Head of Human Resources Section.

2. Main Tasks and Responsibilities:

- To deputise for the Head of Human Resources (HR) and assist in the leading and monitoring of HR staff;
- To manage and coordinate HR administration work including
 - a. Overseeing the issuance and management of employment contracts;
 - b. Managing the HR administration contractor portfolio (e.g., health insurance, third party liability insurance, travel agency), drafting terms of reference, participating in evaluation of tenders, monitoring contractor performance;
 - c. Administering staff entitlements and benefits (e.g., monthly payroll, leaves, home travel, duty trip reimbursements);
 - d. Preparing and managing the HR budget.
- To assist in the implementation of all Council/Commission/Civilian Operations Headquarters (CivOpsHQ) legislations and instructions;
- To advise Mission management in the development, revision and implementation of Mission internal HR strategies, policies and procedures;
- To assist in the recruitment, selection, onboarding and deployment procedures;
- To advise Mission managers in staff performance management and evaluation;
- To address staff concerns, mediating conflicts, and fostering a safe and respectful working environment;
- To manage the handling of HR-related staff requests;
- To assist in the management and handling of complaints and appeals;
- To collaborate with HR training, delivering training and presentations;
- To ensure the accuracy of data entries in HR databases, liaising with the Mission's and CivOpsHQ's IT;
- To manage the accurate archiving, filing, digitalisation of HR files in line with the Mission's Personal Data Protection Regulations;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of HR.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in

the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank.

AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to advise, mentor and motivate professionally diversified and multicultural work force;
- Ability to establish, plan and review priorities;
- People management skills including the capacity to deal with different level stakeholders, disputes, grievances and staffing issues;
- Ability to communicate in an assertive, persuading manner including the ability to coach and negotiate;
- Ability to adapt new and emerging technologies to address business operational needs;
- Ability to perform under stress and in difficult circumstances;
- Ability to manage HR databases, ensuring data accuracy, analysis and reporting;
- Expertise in IT-related project management, including the coordination of digital tools, systems or software-based initiatives throughout the project lifecycle;
- Excellent knowledge of Microsoft Excel, including advanced functions, data analysis, and the preparation of reports and dashboards;
- High command of the Mission language (English).

6. Desirable Qualifications and Experience:

- A university degree in the field of Law, Social Science, Human Resources, Business Administration ;
- Experience in public administration;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Language skills in Albanian, Serbian or any other Kosovo local language.

Position: Head of Press and Public Information Office/ Spokesperson	Employment Regime: Seconded	
Ref. Number: EK 60031 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff/ Press and Public Information Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Press and Public Information Office/ Spokesperson reports to the Head of Mission (HoM) on all aspects of press and public information and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of the Press and Public Information Office (PPIO);
- To act as the Mission's main spokesperson and to communicate the work of the Mission to the public;
- To maintain a close working relationship with the Spokesperson of the High Representative in coordination with the Civilian Operations Headquarters (CivOpsHQ);
- To draft, review, and implement the Strategic Communications Plan of the Mission;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To supervise and contribute to the development and maintenance of an effective Mission's online presence, including on the Mission's website and social media accounts;
- To advise and contribute to the drafting of press releases, public statements, media summaries, articles and other media features;
- To manage the PPIO budget, procurement processes and contracts/tenders/designs for Mission visibility items;
- To coordinate with the press offices of other EU Delegations, the EU Special Representative and other EU actors in the host state;
- To monitor disinformation against the interests of the Mission in close cooperation with input from the Mission Analytical Capability (MAC) Analyst, the Security and Health Department and Communication and Information Systems Unit.
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager.

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, Social Sciences or other related field;

AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/ management level;

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and government decision makers;
- Knowledge and practical experience of formulating and implementing a communication strategy/plan;
- Experience in social media/digital communication;
- Excellent command of English, both oral and written with strong drafting and presentation skills.

6. Desirable Qualifications and Experience:

- Experience in running media and outreach campaigns, crisis communication and strategies linked thereof;
- Strong public speaker and writer, able to articulate complex issues;
- Experience in planning and implementing projects;
- Networking skills and high degree of initiative;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Verification Officer	Employment Regime: Seconded	
Ref. number: EK 60030 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff/ Financial Control Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Verification Officer reports directly to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To define and implement, with the aim of informing Mission Members from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To undertake any other related tasks as requested by line management.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification at the level in the National 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 must be in at least one of the following fields of expertise: Law, Audit, Economics, Finance, Accounting or Banking and Insurance or other related fields; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems;
- Ability to pay close attention to details so that work produced is reliable and accurate.

6. Desirable Qualifications and Experience:

- Verification Officer course/training or other related courses/training;
- Knowledge of "COSO" Internal Control Standards;
- Experience in auditing;
- Experience in strategic management and/or public administration.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge in strategic management and/or public administration.

Position: Internal Auditor	Employment Regime: Seconded	
Ref. number: EK 60029 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff/ Financial Control Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Internal Auditor reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead a small audit team in charge of planning and conducting financial, systems and performance audit controls;
- To advise the Head of Mission/ Chief of Staff and all concerned parties on dealing with risks and provide independent advice on quality control systems and processes;
- To advise and assist the Head of Mission/ Chief of Staff to ensure compliance with internal control standards;
- To assist and promote sound financial management;
- To assist the Head of Mission/ Chief of Staff in identifying and controlling significant risks related to the achievement of the Common Security Defence Policy (CSDP) Mission objectives;
- To evaluate adequacy of management control systems, the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To be responsible for planning and conducting financial systems and performance audit controls;
- To establish a risk-based ex post financial control function to be performed in compliance with recognised audit standards and applicable rules;
- To develop a risk-based audit programme for validation by the Mission management;
- To draft audit procedures and methods to meet the objective of the audit engagements;
- To prepare high quality operational audit reports, present findings and recommendations on actions taken;
- To ensure financial operations are legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To propose risk mitigation systems along the Mission financial circuits to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To examine if resources are used efficiently and economically to achieve effective results.
- To operate in accordance with relevant rules and regulations, and internationally established professional internal auditing standards;
- To prepare an annual audit report containing a summary of the number and type of internal audits, a synthesis of the recommendations and the actions taken;
- To make recommendations to the Mission management to improve efficiency and effectiveness of Mission operations.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of audit and accounting principles;
- Ability to plan and conduct financial, systems, and performance audit controls effectively;
- Knowledge of internal control standards and compliance requirements;
- Ability to deliver high-quality reports and make recommendations;
- Analytical, research and problem-solving skills;
- Experience working with financial/accounting/audit management software.

6. Desirable Qualifications and Experience:

- Master's degree in Economics, Accounting, Audit, Finance, or other related or relevant fields;
- Experience in setting up an internal audit capability in a complex organisation;
- Knowledge of relevant EU rules and regulations;
- Internationally recognised professional certification in or professional qualification, such as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent.
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge and/or experience in strategic management and/or public administration

Position: Executive Officer	Employment Regime: Seconded	
Ref. Number: EK 60021 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements;

5. Essential Knowledge, Skills and Abilities:

- Administrative skills (office management, event planning, project management);
- Professional fluency in English, both oral and written with strong briefing, drafting and editing skills;

6. Desirable Qualifications and Experience:

- Educational qualification in the field of Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies;

- Proven analytical skills, ability to identify problems and recommend practical solutions;
- Working experience as a Special Assistant or Executive Officer to senior management;
- Experience in effectively reviewing, developing and managing workflows and standard operating procedures and communication flows.

7. Desirable Knowledge, Skills and Abilities:

- High degree of initiative;
- Demonstrated organisational, analytical, communication and interpersonal skills;
- Ability to brief complex plans comprehensively, accurately and coherently;
- Proven ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to work on a multitude of activities at the same time with limited supervision;
- Ability to establish and maintain effective working relationships with people of different national and professional backgrounds;
- Absolute discretion, reliability and trustworthiness
- Sound knowledge of the functioning of the EU and, in particular, CSDP missions;
- Knowledge of the administrative rules and regulations relevant to CSDP missions.

SECONDED POSITIONS

Position: Special Assistant to the Deputy Head of Mission	Employment Regime: Secoded	
Ref. Number: EK 60004 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Head	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Special Assistant reports to the Deputy Head of Mission (DHoM) and is administratively line managed by the Head of Head of Mission Office.

2. Main Tasks and Responsibilities:

- To assist the DHoM in operationalising the Mission mandate and tasks as set out in the Mission's planning documents;
- To support the DHoM in ensuring a smooth running of the Mission, including by following up on tasking independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To collaborate closely with the Head of Head of Mission Office in relation to planning and preparation of activities of Head of Mission and DHoM;
- To support DHoM in the organisation of mission-wide task forces, working groups and follow-up on cross-cutting topics;
- To maintain contacts with the different organisational units of the Mission to contribute to a smooth flow of information;
- To coordinate with external stakeholders at the appropriate level;
- To receive, filter, and oversee incoming and outgoing correspondence of the DHoM;;
- To draft documents where appropriate on behalf of the DHoM and the Head of Head of Mission Office;
- To assist the DHoM with aspects of Mission visibility, e.g. preparing presentations and materials;
- To accompany the DHoM to meetings and events as required, making all necessary preparations and taking minutes;
- To prepare draft reports and documents as assigned by DHoM or Head of Head of Mission Office

3. General Tasks and Responsibilities:

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

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.

AND

- A minimum of 3 years of relevant professional experience, after having obtained the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Good drafting and reporting skills;
- Good understanding or experience of rule of law and/or civilian crisis management interventions.
- Proven experience in coordination of multiple stakeholders within an organisation and/or programme.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.
- Preferably a qualification in any of the fields of Political Sciences, International Relations or other related university studies.

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: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: EK 60027 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission while being line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education;
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements;

5. Essential Knowledge, Skills and Abilities:

- Handling, processing, analysis and presentation of information from various sources;

- Excellent writing and reporting skills;
- Professional fluency in English.

6. Desirable Qualification and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Ability to work on his/her own initiative in a methodical manner;
- Knowledge of the regional context;
- Critical thinking and evaluation skills;
- Problem-solving skills;
- Excellent interpersonal and communication skills;
- Working level knowledge of Albanian and/or Serbian.

Position: Reporting Officer	Employment Regime: Seconded	
Ref. Number: EK 60035 Confirmed vacancies: 2 Pending vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Chief of Staff/ Planning, Reporting and Evaluation Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Reporting Officer reports to the Head of Planning, Reporting and Evaluation Section.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political and security-related events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Mission's area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate regular and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding key developments relevant to the Mission's mandate;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP) and information collection tools;
- To prepare and give presentations, produce talking points and speeches for various purposes and contexts, and to draft meeting reports.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager (s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. at Bachelor's level. The qualification should be in any of the fields of Political Science, International Relations, Public 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 editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Understanding of rule of law procedures;
- Knowledge of regional political history and developments;
- Cultural sensitivity and political judgement.

Position: Rule of Law Advisor North	Employment Regime: Seconded	
Ref. Number: EK 60076 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations/ Justice & Corrections Component/ Case Monitoring Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Rule of Law Advisor North reports to the Head of Case Monitoring Unit.

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 the Police Advisers Unit as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To support the development of the Mitrovica Basic Court, Mitrovica Basic Prosecution Office in the field of Justice Reform through mentoring, monitoring and advising;
- To be the key interlocutor with the President of the Mitrovica Basic Court, the Chief Prosecutor of the Mitrovica Basic Prosecution Office and lawyers, members of the Kosovo Bar Association.

3. General Tasks and Responsibilities:

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

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 Law;
AND
- A minimum of 5 years of relevant professional experience in the judicial, prosecutorial, and/or criminal justice field, after having fulfilled the education requirements;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organizations.

5. Essential Knowledge, Skills and Abilities:

- Practical understanding of legal reform process including the development of legal policy and legislation;

- Knowledge of prosecution office management, and generally applicable standards in relation to the independence and accountability of the prosecutors and their specific hierarchical organisation;
- 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.

Position: Justice Monitor	Employment Regime: Seconded	
Ref. Number: EK 60092 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component /Department/Unit: Operations/ Justice & Corrections Component/ Case Monitoring Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Justice Monitor reports to the Head of the Case Monitoring Unit (CMU).

2. Main Tasks and Responsibilities:

- To monitor and analyse the Rule of Law situation in Kosovo, in particular the criminal and civil justice system through the 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 Kosovo justice system;
- To provide advice to the respective institutions as part of the robust monitoring;
- To liaise with and advise the Kosovo justice authorities and relevant security sector reform actors;
- To liaise and advise, upon request, on the promotion of Rule of Law and Justice aspects in Kosovo authorities and ensure that these aspects are incorporated in the Mission's Implementation Plan;
- To report on monitoring activities, including the performance assessment of the justice system against local law and international human rights standards;
- 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 in coordination with the CMU Thematic Lead Monitors;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption as well as matters related to minority groups, human rights and gender issues;
- To develop and organise training or workshop courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system in Kosovo.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Expertise in justice and/or trial monitoring;

- Expertise in legal research and analysis;
- Expertise in case work/processing and complaint handling.
- 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;
- Mediation, team-working and interpersonal skills;
- Report writing skills;
- Sound knowledge of RoL/justice aspects, in particular in a post-conflict environment;
- 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 - Environmental Crimes	Employment Regime: Seconded	
Ref. Number: EK 60098 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 18 May 2026
Component/Department/Unit: Operations/ Justice and Corrections Component/ Case Monitoring Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To monitor, analyse and assess the handling of environmental crimes cases through the chain of criminal justice, from investigation stage to trial stage, in close coordination with other members of the Case Monitoring Unit (other thematic experts and Police and Justice Monitors);
- To act as a focal point for the Case Monitoring Unit for all matters related to environmental crimes,
- To establish professional working relationship with relevant rule of law institutions, NGOs, civil society, relevant local and international authorities and organisations dealing with environmental crimes;
- To coordinate, as appropriate, with internal and external stakeholders;
- To provide policy recommendations to relevant rule of law institutions based on the outcome of the analysis and assessment of the handling of environmental crimes cases through the chain of criminal justice;
- To analyse and assess the legal and institutional framework concerning environmental crimes in Kosovo and identify areas of improvement;
- To prepare submissions on environmental crimes for the annual EULEX public Justice Monitoring Report, and for other thematic reports as applicable;
- To advise the Head 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 environmental crimes.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective thematic area of responsibility;
- To contribute and ensure timely reporting on activities within the respective thematic area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Case Monitoring Unit.

4. Essential Qualifications and Experience:

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

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements out of which:
 - A minimum of 1 year of relevant professional experience in the field of Environmental Crimes or other relevant disciplines, preferably within the judiciary and/or law enforcement agencies;
 - Experience in policy and/or legal research and analysis;
 - Experience in case work/processing and complaints handling.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of international and European legal framework in the field of environmental crimes;
- Knowledge of international and European human rights law;
- Practical understanding of legal reform processes;
- 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 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;
- Knowledge of Albanian and/or Serbian language.

Position: Thematic Lead Monitor – Corruption Offences	Employment Regime: Seconded	
Ref. Number: EK 60099 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations/ Justice & Corrections Component/ Case Monitoring Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Thematic Lead Monitor – Corruption Offences reports to the Head of the Case Monitoring Unit.

2. Main Tasks and Responsibilities:

- To monitor, analyse and assess the handling of corruption offences cases through the chain of criminal justice, from investigation stage to trial stage, in close coordination with other members of the Case Monitoring Unit (other thematic experts and Police and Justice Monitors);
- To act as a focal point for the Case Monitoring Unit for all matters related to corruption offences;
- To establish professional working relationship with relevant rule of law institutions, NGOs, civil society, relevant local and international authorities and organisations dealing with corruption;
- To coordinate, as appropriate, with internal and external stakeholders;
- To provide policy recommendations to relevant rule of law institutions based on the outcome of the analysis and assessment of the handling of corruption cases through the chain of criminal justice;
- To analyse and assess the legal and institutional framework concerning corruption in Kosovo and identify areas of improvement;
- To prepare submissions on corruption for the annual EULEX public Justice Monitoring Report, and for other thematic reports as applicable;
- To advise the Head 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 corruption.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective thematic area of responsibility;
- To contribute and ensure timely reporting on activities within the respective thematic area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Case Monitoring Unit.

4. Essential Qualifications and Experience:

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

- Experience in case work/processing and complaints handling.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of international and European legal framework in the field of anti-corruption;
- Knowledge of international and European 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 anti-corruption, human rights, transitional justice and rule of law sector;
- Practical understanding of legal reform processes;
- 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: Head of Police Advisors Unit	Employment Regime: Seconded	
Ref. Number: EK 60101 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Operations/ Police Information & Operations Component/ Police Advisors Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Police Advisors Unit reports to the Head of Police Information & Operations Component.

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;
- To support the Mission in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To support the development of local institutions in northern Kosovo by providing technical, tactical and constructive advice and mentoring to the KP Regional Commander in the field of planning for police operations in line with the Mission mandate and priorities;
- To liaise with counterparts of local authorities and relevant international stakeholders operating in the region at the appropriate level and in line with the Mission's mandate;
- To liaise with other horizontal Mission's advisers, within the Operations Department and with other relevant units, including to Formed Police Unit operational coordination in the North Kosovo and facilitating trainings with Kosovo Police Units;
- To facilitate the third-tier response mechanism in relation to crowd control and management in the North;
- To design and deliver training;
- Staff member may be expected, subject to local caveat, to live in the North.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested the Head of Police Information & Operations Component.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law or any other related field OR equivalent and attested police or/and military education;
AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 2 years at management level;
- Senior Law Enforcement Officer;
- Authorised to carry and issued a personal weapon.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to design and deliver training;
- Knowledge and understanding of Intelligence Lead Policing and Community Policing;

6. Desirable Qualifications and Experience:

- Driving license of category C;
- International experience, particularly in crisis areas with multinational and international organisations;
- Knowledge of and experience in project management;
- Experience in Police cooperation and criminal intelligence.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Informant Handler	Employment Regime: Seconded	
Ref. Number: EK 60111 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 20 July 2026
Component/Department/Unit: Operations/ Police Information and Operations Component/ Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: YES

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 to the Mission mandate implementation in line with the Mission's planning documents;
- To identify, recruit and manage informants who can provide information relating to requests stemming from the Specialist Chambers / Specialist Prosecutor's Office;
- To liaise with other Mission's units, relevant law enforcement agencies and organisations from authorities in- and 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 manage expenses related to covert human sources.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Criminal Intelligence and Cooperation Unit.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the following fields of expertise: Law Intelligence, Criminology, Policing Studies or other related field OR equivalent police or/military education or an award of an equivalent rank;
AND
- A minimum of 5 years of relevant professional police experience or experience in a similar/relevant field, after having fulfilled the education requirements.
- Authorised to carry and issued a personal weapon.

5. Essential Knowledge, Skills and Abilities:

- Know-how from working in criminal intelligence and/or informant handling; source expenses and relevant technical equipment.
- Solid track record in criminal investigation field and good understanding of handling of covert human intelligence sources (CHIS);
- To be able to communicate with the CHIS, casual contacts and prospective sources directly and independently;

- To have good knowledge about past and current Kosovo security and political situation;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal intelligence and/or informant handling in Kosovo.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian languages.

Position: Liaison/ Coordination Officer	Employment Regime: Seconded	
Ref. Number: EK 60066-1 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 01 July 2026
Component/Department/Unit: Operations/ Coordination Unit/ Liaison & Operational Planning Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Liaison/ Coordination Officer reports to the Head of Coordination Unit.

2. Main Tasks and Responsibilities:

- To contribute to the development of the Mission Implementation Plan (MIP) related to the cooperation and coordination activities, based on inputs received from the Operations Department/ Coordination Unit functions, and monitor its execution through analyses and evaluation;
- To contribute to the coherent planning and implementation of the coordination and cooperation activities of the Operations Department;
- To contribute to mapping and assessment of ongoing bilateral and multilateral cooperation activities;
- To ensure Operations Department, at an operational level, are closely coordinating with all actors, internally, externally, local and international to achieve mutual awareness, a comprehensive approach and avoid duplication;
- To facilitate the interaction between the Operations Department and bilateral and multilateral actors;
- To develop guidelines to ensure coherence and coordination of Mission contacts with international and local actors;
- To prepare, chair and take part in briefings about training activities with other units/departments/ components/organisations;
- To conduct planning of all Formed Police Unit (FPU) training and police operation activities;
- To manage the training portfolio of the Operations Department;
- To collect, disseminate and file information as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

- Authorised to carry and issued a personal weapon.

5. Essential Knowledge, Skills and Abilities:

- Analytical and problem solving/negotiation skills;
- Good understanding and knowledge of specialised units' daily tasks and special operations;
- Good interpersonal and communication skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Good project management skills.