

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1- Annex 1 - Requirements and Job Descriptions

<p align="center">European Union Rule of Law Mission in Kosovo (EULEX Kosovo) 3-2022 Call for Contributions</p>						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX Kosovo)					
Job Location:	Western Balkans Region (Kosovo)					
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post	Pending	Confirmed	Total Vacancies	Availability
	<u>Seconded (6 positions)</u>					
	EK 50103	Liaison/Coordination Officer	0	1	1	ASAP
	EK 50102	Special Assistant to the Office of the Head of Operations Support Pillar	0	1	1	ASAP
	EK 50121	Informant Handler	0	1	1	ASAP
	EK 50207	Correctional Monitor	0	1	1	ASAP
	EK 50225	Thematic Lead Monitor-Environmental Crimes	0	1	1	ASAP
	EK 50411-1	Mission Security Officer	0	2	2	ASAP
Job Titles/ Vacancy Notice:	<u>Seconded/Contracted (2 positions)</u>					
	EK 50053	Weapons and Firearms Instructor / Armourer	1	0	1	01/04/2023
	EK 50114	Forensic Archaeologist	0	1	1	ASAP
Deadline for Applications:	Friday, 13 January 2023, 17:00 hrs CET (Brussels time)					

<p>Applications must be submitted to:</p>	<p>a) You are already registered on Goalkeeper AND you have an EU Login:</p> <p style="text-align: center;">https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login:</p> <p style="text-align: center;">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>1) You do not have the nationality of an EU Member State: only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding <i>authority to send them your application form.</i></p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>
<p>Information:</p>	<p style="text-align: center;">For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;">Ms. Ellen HARMSEN cpcc.eulexkosovo@eeas.europa.eu</p> <p style="text-align: center;">For questions from contracted candidates please contact the EULEX Human Resources Division</p> <p style="text-align: center;">HumanResources@eulex-kosovo.eu</p>

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

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

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

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

The Civilian Operations Commander requests that EU Member States/Contributing Third States propose candidates for the following international staff positions for EULEX Kosovo, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality, and self-discipline within the Mission. Selected candidates 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 outside working purpose. They shall carry out their duties and act in the interest of the Mission.

Flexibility and Adaptability – Candidates must be able to work in arduous conditions with a limited network of support, 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 – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission. In line with the Head of Mission’s intent to increase the footprint in the north and in addition to those advertised positions which explicitly state that the staff member should live in the north, other staff members subsequently deployed to the region after their arrival are expected to be ready to live in the north.

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

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions all Job Description.

1. Physical and Mental Health – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operations. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirements.

To ensure duty of care in the civilian CSDP Mission, selected candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in their respective States of citizenship.

2. Education and Training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are strongly advised to verify their compliance through the link: <https://europa.eu/europass/en/description-eight-efq-levels>

3. Knowledge – Candidates should have good 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 Skills – Candidates must have the understanding, speaking and writing proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are strongly advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

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

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

Digital Skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are strongly advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>

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

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 – Candidates should have good knowledge of the history, culture, social and political situation of the region and knowledge of the police, judiciary and governmental structures, as applicable.

Knowledge and Experience of Rule of Law Promotion – Candidates must be acquainted with Rule of Law promotion concepts and practices, especially in the Mission area, as applicable.

Training and Experience – Candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s), depending on the job tasks and responsibilities.

Driving License – Category C driving license.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – EU Member States/Contributing Third States and selected candidates 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) and/or professional certificate(s) – 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 taking up their duties.

Required Personnel Security Clearance (PSC) – 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 European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance. For contributing third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Certificate/Booklet of Vaccination – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the area of responsibilities in the Mission.

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

Before joining the Mission, selected contracted candidates are expected to submit a copy of the results of the required medical examinations to the Mission’s Medical Advisor. Selected seconded candidates may do the same or at least submit a fitness to work certificate issued through by their national authorities to the Mission’s Medical Advisor prior to their deployment. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

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

Personal Protection Equipment – It is recommended that national authorities provide selected candidates with protection equipment.

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace, and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when offering contributions at all levels.

Application Form – Applications from candidates with EU Member State citizenship will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module. Applications from candidates with Contributing Third State citizenship should apply using the dedicated Application Form returned in word format.

Selection Process – Candidates considered to be most suitable will be shortlisted and, if needed, tested and/or interviewed in Brussels, at the Headquarters of the Mission or by video conferencing before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for test and/or interviews, the contributing State will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict preferences should be given to seconded candidates.

Strict priority will be given to seconded candidates during the selection procedure. Contracted candidates will be selected only on exceptional basis.

Information on the Outcome – EU Member States/Contributing Third States of seconded candidates will be informed about the outcome of the selection process after its completion. Contracted candidates will be informed about the outcome of the selection process if they have been invited for a selection interview.

Training – The selected candidates should complete Mission wise, SAFE and Code of Conduct e-modules, or equivalent courses, preferably prior to their deployment to the Mission. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning/>.

Pre-Deployment Training – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

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

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 Name: Special Assistant to the Office of the Head of Operations Support Pillar	Employment Regime: Seconded	
Ref. Number: EK 50102 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Support Pillar	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Special Assistant to the Office of the Head of Operations Support Pillar reports to the Head of Operations Support Pillar.

2. Main Tasks and Responsibilities:

- To support the Head and Deputy Head of Operations Support Pillar (HoOSP) in analysing and assessing the development and progress of the Pillar's performance against the Mission's mandate, tasks and priorities in the area of policing as set in the planning documents and the Mission Implementation Plan;
- To ensure the communication flow and timely correspondence and information sharing of the Office of the HoOSP;
- To liaise regularly with other Mission operational elements and external stakeholders;
- To produce timely and accurate periodic and ad-hoc reports on behalf of the Head and Deputy Head of OSP on the status of the Mission's mandate implementation;
- To ensure the proper handling of documentation and files within the Office of the HoOSP, including the Criminal Intelligence and Cooperation Unit;
- To assist the Head and the Deputy Head of OSP with aspects of Mission representation, e.g. preparing presentations and materials;
- To accompany the Head and the Deputy Head of OSP to meetings and events, including preparations, taking minutes and required follow-up;
- To assist the Head and the Deputy Head of OSP in ensuring timely and accurate reporting as per Mission planning documents and the Mission Implementation Plan.

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 Operations Support Pillar.

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities:

- Ability to work to tight deadlines with minimal supervision;
- Interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience

- Experience as a personal assistant to a higher level position.

7. Desirable Knowledge, Skills and Abilities:

- Very good knowledge and/or experience in strategic management and/or public administration.

SECONDED

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To contribute to the development of the Mission Implementation Plan (MIP) related to the cooperation and coordination activities, based on inputs received from the Operations Support Pillar (OSP) 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 Support Pillar;
- To contribute to mapping and assessment of ongoing bilateral and multilateral cooperation activities;
- To ensure OSP , at an operational level, are closely coordination with all actors, internally, externally, local and international to achieve mutual awareness, a comprehensive approach and avoid duplication;
- To facilitate the interaction between the OSP 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 FPU training and police operation activities;
- To manage the training portfolio of the Operations Support Pillar;
- 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 Head of Operations Support Pillar.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the

European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any field of Law Enforcement, Police Science or other related 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.

Position: Informant Handler	Employment Regime: Seconded	
Ref. Number: EK 50121 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Support Pillar, 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/and military education or an award of an equivalent rank;
- A minimum of 5 years of relevant professional police experience or experience in a similar/relevant field, after having fulfilled the education requirements.

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;
- Authorised to carry and issued a personal weapon if seconded or prepared to be trained and issued a personal firearm if contracted.

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by monitoring, mentoring and advising (MMA) Kosovo Correctional Services (KCS) on the strategic and operational level;
- To conduct thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local institutions with EULEX Kosovo advice given at HQ level;
- To collect and collate "on the spot" performance statistics that relate to KCS system, as part of the Mission's benchmarking processes covering all of Kosovo;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, accountability, human rights and gender issues, etc.;
- To focus the MMA tasks on KCS management in matters of internal/external security, daily operations and management; the treatment of prisoners and its compliance with European Best Practices and Human Rights standards; etc.;
- To report any situations of non-compliance immediately to the Chief of Correctional Unit and provide recommendations how to address the situation;
- To ensure timely and accurate reporting and information flow as per planning documents, including the Mission Implementation Plan;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To travel through Kosovo to conduct MMA tasks.

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 Chief of Correctional Unit/Advisor to the Head of Kosovo Correctional Services.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: Thematic Lead Monitor - Environmental Crime	Employment Regime: Seconded	
Ref. Number: EK 50225 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To advise relevant local counterparts and act as focal point for all matters relating to Environmental Crimes on the policy level in line with the Mission’s planning documents;
- To draft policy and/or legal advices and provide assistance in relation to matters in the field of expertise concerning the performance of the chain of criminal justice, in line with Mission policies and operations and in close cooperation with other members of the Case Monitoring Unit (other thematic experts and Justice and Police Monitors);
- To establish and maintain professional working relationship with Police Authorities, Judges, Prosecutors, relevant civilian authorities, members of the Kosovo Judicial Council and Kosovo Prosecutorial Council, Kosovo Government, NGOs, civil society, relevant local and international authorities and organizations dealing with Environmental Crimes cases and policies;
- To propose assistance, where necessary, to Kosovo Police and Judicial Authorities for proper implementation of the legal and (international) policy framework in the area of Environmental Crimes;
- To analyse the processing and handling of Environmental Crimes in Kosovo and identify possible areas of improvement;
- To cooperate and coordinate with the Justice and Police Monitors with regard to identifying and monitoring Environmental Crimes cases;
- To prepare submissions and internal communications in relation to the field of thematic expertise;
- To conduct policy and/or legal research and draft reports in relation to the field of thematic expertise and issues pertaining to the field of procedural violations and judicial integrity;
- To advise the Chief of Case Monitoring Unit and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise.

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 Chief of Case Monitoring Unit.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law or other related university studies **OR** equivalent and attested police education 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 environmental Crimes' effect and impact on peoples' health, living conditions, ecosystems, biodiversity, land use, water sources etc. in short-, medium and long term;
- Knowledge of international and regional human rights legal instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector.
- Practical understanding of reform processes, including the development of legal policy and legislation;
- 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: Mission Security Officer	Employment Regime: Seconded	
Ref. Number: EK 50411-1 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Security and Duty of Care Department, Mission Security, Close Protection Unit, Mission Security Officer Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer reports to the Team Leader – Mission Security Officer. Staff member might be expected to live in the north.

2. Main Tasks and Responsibilities:

- To assist the Team Leader – Mission Security Team (TL MST) in the development, implementation and updating of the Mission Security Plan and all supporting security and safety document, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the TL MST on all incidents affecting Mission members;
- To assist the TL MST in reviewing the security phases;
- To elaborate in–depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To perform security reviews of personal protective equipment, transport, residences and Mission offices;
 - To ensure all security and communications equipment is operational and ready to use;
 - To conduct regular security drills, communication tests and evacuation exercises;
 - To provide briefings and presentations to Mission members on matters related to security and safety to ensure staff are prepared for emergencies;
 - To liaise and co-operate with local law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives, on security matters;
 - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
 - To implement the EULEX Kosovo security plan;
 - To travel throughout 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 Team Leader – Mission Security Officer.

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 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 **OR** education at a civilian security organisation or an award of an equivalent rank;
- A minimum of 4 years of relevant professional experience, out of which one-year experience in ensuring protection of organisational programs, personnel, assets, information and reputation, after having fulfilled the education requirements;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving licence of Category C.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of the EU Mission Security Officers Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- Passive understanding of Serbian language.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential threats.

SECONDED/CONTRACTED

Position: Weapons and Firearms Instructor/Armourer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Assistant Level
Ref. Number: EK 50053 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: 01/04/2023
Pillar/Department/Unit: Mission Support Department/Human Resources Division	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To support, assist and advise the Head of Human Resources Division on all training and evaluation issues pertinent to weapons and firearms;
- To assist in the development of internal standards and guidelines for weapons and firearms training and deliver firearm training according to the Mission use of force policy;
- To prepare summaries and reports on weapons/firearms training activities and maintain records of shooting training and tests, including use of ammunitions;
- To produce training materials;
- 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 according to safety standards;
- To coordinate the use of shooting ranges;
- To facilitate operations designated armouries, identify armoury requirements and provide technical support to staff members;
- To conduct technical assessment of Mission weapons and firearms and ensure operational effectiveness and equipment;
- 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 to the Mission area;
- To draft technical specifications/terms of reference for procurement activities and participate in the evaluation of tenders.

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 Human Resources Division.

4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by a diploma **OR** equivalent police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years of experience in the area of delivering firearms training ;
 - 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.

Position: Forensic Archaeologist	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: EK 50114 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Operations Support Pillar/ Forensic Medicine Team	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Forensic Archaeologist reports to the Deputy Director of the Institute of Forensic Medicine (IFM).

2. Main Tasks and Responsibilities:

- To construct search strategies and perform site assessments;
- To plan operational and logistical aspects of excavations;
- To direct and perform excavations and exhumations;
- To write reports to international archaeological standards;
- To compile reports of possible new sites of forensic interest;
- To work closely with the Exhumations Coordinator with the analysis of data pertaining to missing persons' cases with the aim of creating new leads;
- To plan for and train on the job local colleagues in the subject of forensic archaeology and related fields;
- To assist in the mortuary operation whenever required;
- To give expert testimony evidence in court.

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 Deputy Director of the IFM.

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 Archaeology, Bio-archaeology, Forensic Archaeology or a relevant field; **AND**
- A minimum of 5 years of relevant professional experience in operational forensic archaeology in the field of missing persons, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Solid background and knowledge in field forensic archaeological techniques including surveying, sketching and probing;
- Track-record in the recording and recovery of human remains.
- Acquainted with the forensic work carried out by international, multidisciplinary teams;
- Working knowledge of human osteology;
- Demonstrable knowledge of applied archaeological methodologies and techniques for searching for burials, including the analysis and interpretation of extensive volumes of data.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience with digital mapping, survey techniques using TST and GPS, CAD or other 3D modelling packages, familiarity with GIS software packages and experience working with satellite imagery;
- Driving license of category C.

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good knowledge of data management.