

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Call for Nominations for the Specialist Prosecutor						
Organisation:	Kosovo Specialist Prosecutor's Office					
Job Location:	The Hague, The Netherlands					
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post	Pending	Confirmed	Total Vacancies	Availability
	<u>Seconded/Contracted</u> <u>4 years with a possibility for reappointment</u>					
	SPO 501	Specialist Prosecutor	0	1	1	ASAP
Deadline for Applications:	23 January 2023, 17:00 hrs CET (Brussels time)					
Applications must be submitted to:	<p>Only applications from candidates who are supported and nominated by National Authorities using the valid application form (Annex 2) will be considered for selection. Hence, all applications should be submitted through National Authorities irrespective whether the nominee applies under seconded or contracted regime.</p> <p>1) Nominees with EU Member State citizenship should upload their completed application form using Goalkeeper: a) Nominees already registered to Goalkeeper use following link: https://goalkeeper.eeas.europa.eu/registrar/web b) Nominees not registered to Goalkeeper should register first through following link: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2) Nominees with Contributing Third State citizenship should send their application through their national authorities via email directly to cpcc.eulexkosovo@eeas.europa.eu</p>					

Information:	<p>For any questions please contact the Head of EULEX Human Resources Division</p> <p>Ms Anita JANASSARY Anita.Janassary@eulex-kosovo.eu</p>
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The Civilian Operations Commander requests that EU Member States/Contributing Third States propose candidates, seconded or contracted (but supported by the sending nation), for the position of Specialist Prosecutor for the Kosovo Specialist Prosecutor's Office, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

EU Member States/Contributing Third States are requested to ensure that the following general conditions are strictly met and accepted in respect of candidates.

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. The selected candidate is not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Kosovo Specialist Chambers or Specialist Prosecutor's Office or respective tasks and activities. S/he shall carry out the duties and act in the interest of the Kosovo Specialist Prosecutor's Office.

Flexibility and Adaptability – Candidates must be able to work with unpredictable working hours and a considerable workload. S/he must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition and be able to cope with extended separation from family and usual environment.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. ESSENTIAL REQUIREMENTS

EU Member States/Contributing Third States are requested to ensure that the following essential requirements are strictly met in respect of candidates, as well as the essential qualifications and experience in the 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. To ensure duty of care, Candidates should, in principle, be under the normal age of retirement in EU Member States/Contributing Third States.

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 Description. 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 international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP), the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, their statutory documents, International Criminal, Human Rights, and Humanitarian Law.

4. Skills and abilities

Language Skills – Candidates must be fully fluent in written and spoken English (proficient user according to the [Common European Framework of References for Languages](#)).

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.

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

Driving Skills – Candidates must be in possession of a valid civilian driving licence for motor vehicles (Category B or equivalent).

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

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

Visas – Contributing Third States and the selected candidate must ensure that visas are obtained for entry into the Netherlands 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 Netherlands.

Required Personnel Security Clearance (PSC) – The selected candidate will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the Job Description. The original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon or at the time of deployment. Access to European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their PSC as specified in the Job Description.

Certificate/Booklet of Vaccination – The selected candidate 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.

Medical Certificate – The selected candidate should undergo a medical examination and be certified medically fit for duty by a competent authority from the EU Member States/Contributing Third States.

The medical examination certificate shall be submitted to the Appointing Authority. The selected candidate will be provided with detailed information on the requested medical examination.

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 will be considered only when using the provided Application Form (Annex 2) submitted in the above specified way.

Selection Process – An independent selection panel will assess candidates against job qualifications and experience. Candidates considered to be most suitable will be shortlisted and interviewed in Brussels or at the premises of the Kosovo Specialist Prosecutor's Office situated in The Hague, the Netherlands or by video conferencing, before the final selection is made. If candidates are required to travel to Brussels or to the Kosovo Specialist Prosecutor's Office premises for interviews, the respective EU Member State/Contributing Third State will bear related costs.

Information on the Outcome – EU Member States/Contributing Third States will be informed about the outcome of the selection process after its completion.

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. For specific information on personal data protection related to the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please refer to their website.

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

Position: Specialist Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Appointed Official (AO)
Ref. Number: SPO 501 Confirmed Vacancies: 1	Location: The Hague	Availability: ASAP
Division/Department/Unit: Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Specialist Prosecutor is independent in the performance of his or her functions.

Main Tasks and Responsibilities:

- To be accountable for all aspects of the work of the Specialist Prosecutor's Office (SPO), for the support thereof, and for meeting all legal and other obligations, including the human rights obligations that apply to the work of the SPO;
- To provide strategic supervision and direction for the investigation and prosecution of cases under the mandate of the SPO;
- To supervise and provide overall strategic direction and management of all activities of the SPO, including compliance with applicable laws regulating the duties of the SPO, EU financial, administrative and security regulations and disciplinary measures against SPO staff;
- To supervise, maintain and manage all high-level relations with external parties, carry out high-level political and diplomatic engagements and correspondence, supervise all external communications, public information/press and media handling and outreach;
- To carry out the mandate of the SPO and all SPO operations and activities conducted in connection therewith;
- To ensure the safety and security of all SPO personnel, operations and activities, including operational and information security as they affect SPO operations and activities;
- To be the primary contact for all matters related to the SPO and to act and speak for the SPO in all matters related to and affecting the SPO;
- To act as Authorising Officer (financial) for SPO capital and running cost expenditure;
- To act as direct line manager or second line manager for all senior staff within SPO;
- To act as senior supervising prosecutor for senior prosecutors and prosecutors in the SPO, including the responsibility for compliance with professional standards and ethics;
- To delegate parts of these responsibilities and tasks to other staff as the Specialist Prosecutor deems appropriate and necessary;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as required for the execution of the SPO's mandate.

Essential Qualifications and Experience:

- Any eligible candidate shall be of high moral character and should possess the highest level of competence and experience in the conduct of investigations and prosecutions of criminal cases.
- Successful completion of university studies of at least four (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.

AND

- A minimum of fifteen (15) years of relevant and proven full-time professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- The above-mentioned university degree or qualification must be in Law or other related university studies;
- Prosecutor, Judge, or attorney in good standing and qualified to practice law in a domestic jurisdiction;
- At least fifteen (15) years of experience as a full-time Prosecutor, Judge, Defence Attorney or other similar function in criminal proceedings;
- Significant experience in conducting complex investigations with a transnational character related to war crimes, organised crime or trafficking in human beings;
- Very good knowledge of and/or experience in international humanitarian law or international criminal law;
- Excellent analytical, planning, organisational, drafting and IT skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Advanced leadership and people management skills and experience;
- Demonstrated ability to mentor and motivate staff;
- Demonstrated sound judgement;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- International working experience, particularly in post-conflict areas with multi-national staff and international organisations;
- Knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.