

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1 - Requirements and Job Descriptions**

<p align="center"><b>European Union Rule of Law Mission in Kosovo (EULEX Kosovo) 2-2023 Call for Contributions</b></p>						
<b>Organisation:</b>	<b>European Union Rule of Law Mission in Kosovo (EULEX Kosovo)</b>					
<b>Job Location:</b>	<b>Western Balkans Region (Kosovo)</b>					
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post</b>	<b>Pending</b>	<b>Confirmed</b>	<b>Total Vacancies</b>	<b>Availability</b>
	<b><u>Seconded (27 posts)</u></b>					
	EK 50002	Deputy Head of Mission	0	1	1	ASAP
	EK 50035	Head of Planning Reporting and Evaluation Section	0	1	1	ASAP
	EK 50039	Reporting Officer	0	1	1	ASAP
	EK 50040	Knowledge and Information Management Officer*	1	0	1	15/12/2023
	EK 50054	Human Resources Recruitment Officer*	1	0	1	ASAP
	EK 50055	Liaison Officer (Human Resources), Brussels Support Element*	1	0	1	ASAP
	EK 50121	Informant Handler	0	1	1	ASAP
	EK 50123	Intelligence Researcher/ Database Input Officer	0	1	1	18/12/2023
	EK 50125	IT Administrator	0	1	1	ASAP
	EK 50127	Operations Officer of the International Police Cooperation	1	0	1	ASAP
EK 50200	Head of Monitoring Pillar	0	1	1	ASAP	

	EK 50201	Special Assistant to the Head of Monitoring Pillar	1	0	1	ASAP
	EK 50202	Senior Police Advisor North	0	1	1	ASAP
	EK 50204	Police Advisor North*	6	0	6	ASAP
	EK 50211	Deputy Chief Case Monitoring Unit /Justice Monitor*	1	0	1	ASAP
	EK 50216	Justice Monitor	0	1	1	ASAP
	EK 50217	Police Monitor	0	1	1	ASAP
	EK 50402	Deputy Senior Mission Security Officer	0	1	1	ASAP
	EK 50403	Team Leader Armed Protection Unit*	1	0	1	ASAP
	EK 50410	Close Protection Operator	0	2	2	ASAP
	EK 50411-1	Mission Security Officer	0	1	1	ASAP

<b>Job Titles/ Vacancy Notice:</b>	<b><u>Seconded/Contracted (6 posts)</u></b>					
	EK 50010	Internal Auditor	0	1	1	ASAP
	EK 50015	Head of Press and Public Information Office / Spokesperson	0	1	1	ASAP
	EK 50110	Head of Forensic Medicine Team*	1	0	1	ASAP
	EK 50114	Forensic Archaeologist	0	1	1	ASAP

	EK 50311	Procurement Officer	0	1	1	ASAP
	EK 50334	IT Officer / ERP Coordinator*	1	0	1	ASAP
<b>Deadline for Applications:</b>	<b>9 October 2023, 17:00 hrs CET (Brussels time)</b>					
<b>Applications must be submitted to:</b>	<p><b>a) You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>b) You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b>1) You do not have the nationality of an EU Member State:</b> 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>					
<b>Information:</b>	<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;"><b>Mr. Mikael KEKKONEN</b>  <a href="mailto:cpcc.eulexkosovo@eeas.europa.eu">cpcc.eulexkosovo@eeas.europa.eu</a></p> <p style="text-align: center;">For questions from contracted candidates please contact the EULEX Human Resources Division</p> <p style="text-align: center;"><a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></p>					

**\*The recruitment for the position is pending the outcome of the final approval of the Mission's new Deployment Plan.**

**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.

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 priority shall be given to seconded candidates. 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-learnings/>.

**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).



**SECONDED**

<b>Position:</b> Deputy Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50002 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Head of Mission	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

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

**2. Main Tasks and Responsibilities:**

- To deputise and represent the Head of Mission as required;
- To participate in the development of the overarching Mission policy and implementation strategy;
- To participate in the development and overall planning of the Mission activities and the development of Mission reports in cooperation with the Chief of Staff;
- To support the Head of Mission in commanding, managing and directing EULEX Kosovo activities and operationalise the Mission's mandate and tasks as set out in the planning documents;
- To support the Head of Mission in ensuring the Mission's Operations Support Pillar and Monitoring Pillar deliver the Mission mandate and tasks as set out in planning documents and instructions issued by the Head of Mission;
- To act as main Point of Contact for the Specialist Chambers and Specialist Prosecutor's Office;
- To support the Head of Mission in the duty of care of Mission members and contribute as required;
- To support the advancement of Human Rights and Gender related aspects with relevant Mission internal and external stakeholders, including civil society actors, in close coordination with the Mission's Human Rights and Gender advisers;
- To support the Mission efforts to coordinate and collaborate with EU representatives (notably EU Delegations, military Common Security Defence Policy Missions and Operations and EU Justice and Home Affairs agencies), Member States and other international actors as well as local stakeholders and civil society in line with the integrated approach;
- To support the Head of Mission in delivering strategic communications including targeted work on disinformation;
- To fulfil the role of responsible authority in the framework of the Code of Conduct and take disciplinary decisions in the first instance;
- To ensure Mission Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the training of Mission members;
- To provide instructions and review reports delegated by the Head of 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.

### **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, Social Sciences or Business Administration OR equivalent and attested police education; AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.
- Experience leading large and sensitive police operations in an international environment;
- International experience, particularly in relation to crisis areas and multi-national and international organisations.

### **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 maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Good working knowledge of political, cultural and security situation and crisis management questions related with Balkans, particularly with Kosovo.

### **6. Desirable Qualifications and Experience:**

- Master's degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- Experience in national or international assignments within staff functions, in particular planning and organisation of crisis management Missions.

### **7. Desirable Knowledge, Skills and Abilities:**

- Substantial knowledge of the functioning of the EU, in particular Common Foreign and Security Policy, including CSDP Policy.

<b>Position:</b> Head of Planning, Reporting and Evaluation Section	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50035 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff, Planning, Reporting and Evaluation Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit, to produce the Mission operational planning, reporting and analysis requirements, including, the monthly, six-monthly and special reports;
- To compile, ensure consistency and update the Mission Implementation Plan (MIP) in coordination with Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the operational/coordination functions;
- To supervise and support the drafting and analysis of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow within the Mission to the Civilian Planning and Conduct Capability, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- 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;
- To undertake any other related tasks as requested by the Chief of Staff.

#### 3.1 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 Staff.

#### 3.2 Core Responsiveness Capacity Tasks and Responsibilities:

- Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be any of the field of Social Science (e.g. Public Administration, Law, Political Science, Economics), Business Administration/Management or other related university studies; AND
- A minimum of 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 1 year of operational planning/programme management experience, in a national or international context;
- Experience in monitoring and coordinating multiple stakeholder processes.

#### **5. Essential Knowledge, Skills and Abilities:**

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

#### **6. Desirable Qualifications and Experience:**

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

#### **7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50039 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff/ Planning, Reporting and Evaluation Section	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To monitor and collect information on political 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 periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings 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 Head of Planning, Reporting and Evaluation Section.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Project Management, 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:

- 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.

<b>Position:</b> Knowledge and Information Management Officer*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50040 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 15/12/2023
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff/ Planning, Reporting and Evaluation Section.	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

\*The position's recruitment is pending the outcome of the final approval of the Mission's new Deployment Plan.

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To develop a Mission knowledge management and information strategy for the purpose of strengthening the Mission's culture of knowledge sharing, information flow, knowledge and database management, reporting and lessons learnt processes;
- To develop and manage Mission systems to avoid loss of institutional memory and to ensure an effective and integrated approach to capturing, evaluating and retrieving Mission information;
- To manage and oversee the Mission's lessons identified/learnt processes and to collect, collate, analyse and draw conclusions and recommendations from the lessons identified/learnt;
- To serve as the Mission's point of contact for both the promotion of knowledge sharing activities and for the sharing of operational information within the Mission;
- To develop tools and mechanisms for the integration of best practice, lessons learned and other operational information and knowledge including work process guidelines, planning and Standard Operating Procedures;
- To create and implement effective evaluation and assessment tools for identifying the Mission's impact and the difference the Mission makes through its work;
- To conduct research and to liaise with the relevant national and international stakeholders in order to collect information, statistics and data relevant to the current and past EULEX KOSOVO mandates.
- To contribute to the Mission strategic review and to planning and development of the Mission as a whole;
- To contribute to the development of the field of knowledge and information management in CSDP missions as such;
- To participate in the reporting and planning tasks of the unit as instructed by the Head of Section.

### 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 Head of Planning, Reporting and Evaluation Section.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Social Sciences, Knowledge Management-related discipline, Business Administration or any other related university studies; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 1 years of experience in information and/or knowledge management and organisational learning;
- Professional experience in monitoring and evaluation.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to develop information and knowledge management systems;
- Excellent analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Excellent knowledge of Microsoft Office tools, and working knowledge of databases and information management tools;
- Excellent interpersonal and communication skills, both written and oral;
- Actively seeks to improve services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches;
- Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks.

#### **6. Desirable Qualifications and Experience**

- 
- Experience in research and presentation of research findings to a non-expert audience;
- Experience in managing and/or establishing databases and the compilation of statistics.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Understanding of rule of law procedures and institutional building.



<b>Position:</b> Human Resources Recruitment Officer*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50054 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Human Resources Division	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

\*The position's recruitment is pending the outcome of the final approval of the Mission's new Deployment Plan.

### 1. Reporting Line:

The Human Resources Recruitment Officer reports to the Head of Human Resources Division.

### 2. Main Tasks and Responsibilities:

- To manage the end-to-end selection and recruitment processes, ensuring compliance with established procedures and guidelines in consultation and under the supervision of the Head of Human Resources Division (HRD);
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To develop and implement effective recruitment strategies and attract qualified candidates for various positions within the Mission;
- To update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and Civilian Planning and Conduct Capability (CPCC);
- To coordinate the selection and recruitment process:
  - managing vacancies and applications;
  - advising and training selection panels;
  - preparing selection reports;
  - participating in selection panels;
  - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
  - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
  - communicating with candidates;
  - conducting the grading of international contracted personnel;
- To advise and assist Mission members on Human Resources recruitment policies and procedures, recruitment best practices and diversity and inclusion;
- To cooperate closely with the Brussels Support Element–Human Resources and Liaison Officer in all matters related to selection procedures;
- To plan, set up and develop Mission reconfiguration practices, in accordance with strategic guidance from CPCC in consultation and under the supervision of the Head of HRD;
- To support the HRD Rotations Team in the deployment of selected candidates and their redeployment in coordination with CPCC, including the check-in and check-out of Mission members, create and implement effective on boarding plans;

- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CPCC Human Resources policy;
- To support the HRD Rotations Team in the extension process for eligible seconded staff prior to the launch of the Call for Contribution;
- To utilise the Mission databases as well as the centralized IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To support the HR Training Team on training and staff development matters especially in relation to selection and reconfiguration matters;
- To develop and implement tools for business continuity.
- 

### **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 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 4 years of relevant professional experience in human resources, preferable in recruitment, after having fulfilled the education requirement;

### **5. Essential Knowledge, Skills and Abilities:**

- People management skills;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching and negotiating skills;
- Excellent communication skills, both written and oral;
- Excellent presentation skills.

### **6. Desirable Qualifications and Experience:**

- Experience in Human Resources (in particular recruitment) in the realm of CSDP Missions;
- International experience, particularly in crisis areas, with multinational and international organisations;
- Training and experience in MS Office applications and building databases with similar software.

### **7. Desirable Knowledge, Skills and Abilities:**

- Familiarity with e-learning systems in international environment;
- Knowledge of different presentation methodologies including contemporary online applications.

<b>Position:</b> Liaison Officer (Human Resources), Brussels Support Element*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50055 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Brussels/Belgium	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Human Resources Division	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

\*The position's recruitment is pending the outcome of the final approval of the Mission's new Deployment Plan.

### 1. Reporting Line:

The Liaison Officer (Human Resources), Brussels Support Element reports to the Head of Human Resources Division and functionally supports and works with the Mission Human Resources Division, Civilian Planning and Conduct (CPCC).

### 2. Main Tasks and Responsibilities:

- To participate in the recruitment, selection and deployment of international personnel;
- To support the Mission in planning, preparing and managing the Calls for Contributions process and in conducting a timely force generation process;
- To support the Mission in processing applications and maintain rosters and databases in coordination with Civilian Planning and Conduct Capability (CPCC);
- To establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with Contributing States to facilitate Mission member on-boarding and coordination of all human resources related issues;
- To advise HR on Human Resources Policies and Procedures as per CPCC rules;
- To facilitate communication between the Mission and CPCC regarding proposed changes in job descriptions and Standard Operating Procedures;
- To assist Mission Human Resources Division in preparing and maintaining records related to staff selection;
- To provide briefings, training, advice and assistance on human resources and other administrative issues to Member States and CPCC;
- To participate in the preparation of human resources planning and reporting, including quantitative and qualitative analysis;
- To be embedded in the Civilian Planning and Conduct Capability (CPCC).

### 3. General Tasks and Responsibilities:

- To identify and report on lessons identified/learned and best practices within the respective field of responsibility;
- To ensure timely reporting on activities within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task 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 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 4 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Administrative skills and attention to details;
- Analytical and reporting skills.

**6. Desirable Qualifications and Experience:**

- Experience in planning and implementing projects in the field of human resources management;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Negotiation and diplomacy skills.

<b>Position:</b> Informant Handler	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50121 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Support Pillar, Criminal Intelligence and Cooperation Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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.

<b>Position:</b> Intelligence Researcher/ Database Input Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50123 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 18/12/2023
<b>Division/Department/Unit:</b> Operations Support Pillar, Criminal Intelligence and Cooperation Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Intelligence Researcher/ Database Input Officer reports to the Head of Criminal Intelligence and Cooperation 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 by contributing on the operational level in the respective field of expertise;
- To provide research assistance to analysts and intelligence officers within the Criminal Intelligence and Cooperation Unit (CICU) and to insert data in the intelligence database;
- To research open and internal sources of information and relevant databases and records;
- To liaise closely with intelligence officers within the Office and other staff members of the Operations Support Pillar to ensure the free flow of information;
- To disseminate information as operationally required while following CICU policy regarding security of information.

**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 CICU.

**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 education;;
- A minimum of 4 years of relevant professional police experience or equivalent professional experience, after having fulfilled the education requirements;
- Extensive and progressive professional experience in intelligence issues and/or complex data;
- Extensive practical experience in intelligence data research including open source.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Working knowledge of i2 products (iBase and Analyst notebook).

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal intelligence.

**7. Desirable Knowledge, Skills and Abilities:**

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



<b>Position:</b> IT Administrator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50125 Confirmed Vacancies:1 Pending Vacancies:0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Operations Support Pillar, Criminal Intelligence and Cooperation Unit, Analytical and Technical Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The IT Administrator reports to the Head of Criminal Intelligence and Cooperation Unit.

**2. Main Tasks and Responsibilities:**

- To manage, maintain and be responsible for the internal Criminal Intelligence and Cooperation Unit (CICU) closed computer network and information system;
- To plan and implement new features and functionalities to meet CICU business needs;
- To perform regular back-ups of the CICU information system;
- To act as the point of contact for IT and communication issues between the CICU and the other Mission Units and KFOR;
- To maintain contact with Technical Services in the Mission Support Department for all IT related issues to the Unit;
- To provide technical assistance to analysts and researchers in the processing of large amount of data from various sources, including OSINT;
- To provide similar services as above to other units.

**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 CICU.

**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 IT OR equivalent Police/Military Academy education;
- A minimum of 5 years of relevant professional experience in management of servers (including SQL), TCP/IP protocols, after having fulfilled the educational requirements.
- 

**5. Essential Knowledge, Skills and Abilities:**

- Knowledge of and experience with Windows, Linux and virtualisation;
- Experience with database management systems, Active Directory, DNS;
- Knowledge of and experience with IT security systems and data protection;
- Experience with OSINT, processing big data from OSINT or to automate the process of analysing and manipulating data;

- Experience in handling tenders for the procurement of services and equipment;
- Problem-solving skills and ability to troubleshoot technical issues;
- Excellent communication and interpersonal skills to liaise with suppliers, team members and external stakeholders;
- Ability to work independently and as part of a team.

**6. Desirable Qualifications and Experience:**

- Experience in area of International Police Cooperation (INTERPOL, EUROPOL);
- International experience, particularly in crisis areas with multi-national and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Working knowledge of i2 products (iBase and Analyst notebook);
- Knowledge of programming language e.g., Python, task automation and configuration management (PowerShell).

<b>Position:</b> Operations Officer of International Police Cooperation Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50127 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Support Pillar, Criminal Intelligence and Cooperation Unit, International Police Cooperation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Operations Officer of the International Police Cooperation Unit reports to the Team Leader of International Police Cooperation Unit. Readiness to work in Pristina or Mitrovica.

### 2. Main Tasks and Responsibilities:

- To ensure the communication flow and timely information sharing of operational findings;
- To analyse and assess the development and progress of the Unit's performance against the Mission's mandate tasks and priorities set in the Mission's planning document and the Mission Implementation Plan(MIP);
- To conduct quantitative and qualitative analysis of inputs originating from the Unit's operational activities and state of play on mandate implementation;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the MIP;
- To maintain cooperation and communication with the competent services of INTERPOL, EUROPOL and Kosovo Police International Police Cooperation Unit (ILECU);
- To cooperate with Kosovo Police (KP) offices and judicial authorities regarding vehicle crime matters;
- To maintain the database associated with requests to and from the Criminal Intelligence and Cooperation Unit, KP offices and INTERPOL, EUROPOL, ILECU and third countries;
- To provide relevant support for the operational requirements of the Head of Criminal Intelligence and Cooperation Unit, and of other Units;
- To manage everyday routine operation and services of the INTERPOL NCB and the EUROPOL 'national contact point';
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct.

### 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 of International Police 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 in the field of Law, Political, Social Sciences, Public Administration or other related fields OR equivalent and attested police or/and military education; AND
- A minimum of 4 years of relevant professional experience in International Police Cooperation, including experience working with INTERPOL, EUROPOL, SIRENE, Bi-lateral cooperation and with mutual assistance, after having fulfilled the education requirements;
- Background in organised crime investigations and experience of the intelligence function, international policing experience, and international cooperation agreements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to acquire, analyse and manage information from a variety of sources;
- Working knowledge of cooperating with other relevant international police cooperation entities (e.g., FRONTEX, SELEC centres, ILECU project, Embassies);
- Proficient with access into the I-24/7 INTERPOL database and SIENA system;
- Interpersonal and communication skills, both written and oral.

#### **6. Desirable Qualifications and Experience:**

- Senior Law Enforcement Officer;
- Authorised to carry and issued a personal weapon.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Head of Monitoring Pillar	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> EK 50200 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

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

**2. Main Tasks and Responsibilities:**

- To lead, manage and coordinate the work and staff of the Monitoring Pillar (MP) ensuring tasks are carried out in accordance with the Mission mandate and Operations Plan (OPLAN);
- To ensure and monitor the implementation of the MP units’ activities in line with the Mission’s mandate and as set out in relevant planning documents;
- To direct the regular update and necessary changes of the MP’s activity planning;
- To ensure coherence and consistency of the MP’s activities in pursuit of the Mission mandate, including overseeing the development and periodical review of the Pillar’s working policies;
- To coordinate the units’ contributions to the Mission’s internal and external reporting against pre-set benchmarks;
- To identify, manage and report the potential risks arising from the specific MP’s activities;
- To promote effective and efficient delivery of monitoring tasks in support of the Kosovo Correctional Service and the judicial authorities in the follow-up of civil and criminal cases and trials and that advice is provided to the respective institutions as part of the Mission’s robust monitoring;
- To ensure the Case Monitoring Unit focus on cases prone to political interference, those of a sensitive inter-ethnic nature or with human rights concerns that EULEX KOSOVO has handed over or that have in any other way been identified as important for the Kosovo system or to ensure the legacy of EULEX KOSOVO;
- To ensure that staff involved in trial monitoring have no conflict of interest that could compromise monitoring;
- To work in close cooperation with the Operations Support Pillar.
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- 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 proactively 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 Deputy Head of Mission.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the following fields of expertise: Political Science, International Relations, Law, Social Sciences, Business Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 10 years of relevant professional experience, out of which a minimum of 5 year at coordination/management level, after having fulfilled the education requirements.

#### **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;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Understanding of peace stabilisation mechanism and conflict prevention.

#### **6. Desirable Qualifications and Experience:**

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Special Assistant to the Head of Monitoring Pillar	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50201 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Office of the Head of Monitoring Pillar	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Special Assistant to the Head of Monitoring Pillar reports to the Head of Monitoring Pillar (HoMP).

### 2. Main Tasks and Responsibilities:

- To assist the HoMP in analysing and assessing the performance and progress of the Monitoring Pillar's (MP) units in line with the Mission's mandate and against the benchmarks set out in respective planning documents;
- To support the HoMP in the smooth running of the MP, through the independent follow up on units' tasks and activities;
- To assist in the coordination of tasks, especially those involving the cooperation with other Mission sections, such as the Operations Support Pillar;
- To maintain and coordinate a smooth flow of information between the different units of the MP and other counterparts throughout the Mission;
- To coordinate with external stakeholders when and as appropriate;
- To receive, filter, oversee and file incoming and outgoing correspondence of the MP;
- To assist the HoMP with aspects of MP visibility, e.g. preparing presentations and materials;
- To accompany the HoMP to meetings and events as required, making all necessary preparations and taking minutes;
- To draft memos, reports, letters and other documents for the Office.

### 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 Monitoring 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 Sciences, International Relations or other related university studies; AND
- A minimum of 4 years of relevant professional experience, after having obtained the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Ability to work independently and to collaborate with others;

- Report writing, problem solving and presentation skills;
- Organisational and communication skills;
- Analytical and attention to detail skills;
- Interpersonal skills.
- 

**6. Desirable Qualifications and Experience:**

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

**7. Desirable Knowledge, Skills and Abilities:**

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



<b>Position:</b> Senior Police Advisor North	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50202 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Police Advisory Team North	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Police Advisor North reports to the Head of Monitoring Pillar.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan 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 deliver the relevant elements of the Belgrade/Pristina Dialogue through the MMA of the KP Regional Commander and their Regional Teams in Mitrovica;
- To support the development of local institutions 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 and other horizontal Mission's advisers, the Case Monitoring and Dialogue Support Unit of the Monitoring Pillar and with relevant Operation Support Pillar's units with reference to joint Formed Police Unit and Kosovo Police Quick Reaction Teams trainings;
- 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 Monitoring Pillar.

### 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 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 3 years at management level.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Authorised to carry and issued a personal weapon;
- Law Enforcement Officer;
- Knowledge and understanding of Intelligence Lead Policing;
- Knowledge of and experience in project management;
- Ability to perform under stress and in difficult circumstances.

**6. Desirable Qualifications and Experience:**

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

**7. Desirable Knowledge, Skills and Abilities:**

- Good interpersonal and communication skills;
- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Police Advisor North*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50204 Confirmed Vacancies: 0 Pending Vacancies: 6	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Police Advisory Team North	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

\*The position's recruitment is pending the outcome of the final approval of the Mission's new Deployment Plan.

### 1. Reporting Line:

The Police Advisor reports to the Senior Police Advisor North.

### 2. Main Tasks and Responsibilities:

- To monitor and advise the northern Kosovo Police in their daily operations in:
  - Ensuring the protection of life, physical integrity, and property of all people residing in northern Kosovo;
  - Ensuring the adherence to human rights and fundamental freedoms;
  - Preventing criminal acts, detecting offenders, and conducting investigations;
  - Maintaining public order and safety;
- To be embedded within the local police institution, security permitting;
- To support the Mission in addressing areas of structural weaknesses in the performance and accountability of Kosovo local Police in northern Kosovo and make recommendations how to address structural issues;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal Mission's advisers, Senior Police Advisors North, the Case Monitoring and with relevant Operation Support Pillar's units with specific reference to the Formed Police Unit.

### 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 Senior Police Advisor North.

### 4. Essential Qualifications and Experience:

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

**5. Essential Knowledge, Skills and Abilities:**

- Flexibility and adaptability to work in different cultural and political environments effectively with local authorities;
- Strong analytical and problem-solving skills;
- Strong communication and interpersonal skills;
- Ability to mentor, advise and motivate local counterparts;
- Authorised to carry and issued a personal weapon;
- Knowledge and understanding of public order policing;
- Knowledge of human rights principles and how they apply to policing;
- Ability to perform under stress and in difficult circumstances;
- Readiness to be accommodated in northern Kosovo if the security situation permits.

**6. Desirable Qualifications and Experience:**

- Driving license of category C;
- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in police cooperation, community policing and intelligence lead policing.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Deputy Chief Case Monitoring Unit / Justice Monitor*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50211 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Case Monitoring Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b>

\*The position's recruitment is pending the outcome of the final approval of the Mission's new Deployment Plan.

### 1. Reporting Line:

The Deputy Chief Case Monitoring Unit / Justice Monitor reports to the Chief of the Case Monitoring Unit (CMU).

### 2. Main Tasks and Responsibilities:

#### Deputy Chief Case Monitoring Unit Responsibilities:

- To support the Chief 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 Chief 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;

#### Justice Monitor 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 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 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; **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.

<b>Position:</b> Justice Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50216 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Case Monitoring Unit	<b>Security Clearance Level:</b> No (only access up to EU RESTRICTED required)	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Justice Monitor reports to the Chief 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 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; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements out of which;
  - o A minimum of 3 years of relevant professional experience in justice and/or trial monitoring;

- o Experience in legal research and analysis;
- o Experience in case work/processing and complaint handling.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to respect the principles of judicial independence and objectivity, as well as the monitoring principles of non-intervention, impartiality, confidentiality and professionalism;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- 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.



<b>Position:</b> Police Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50217 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar, Case Monitoring Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Police Monitor reports to the Chief of the Case Monitoring Unit.

### 2. Main tasks and responsibilities:

- To conduct monitoring activities in compliance with the Mission mandate;
- To monitor, analyse and report on requested issues to the situation in the Area of Responsibility (AoR);
- To contribute to the production of accurate and objective reports and to make recommendations for improvement, as necessary;
- To monitor and report on human rights and gender issues relevant for the Mission mandate;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to relevant fields of crime to track the progress towards Mission's objectives;
- To focus the monitoring on strategic, tactical and operational level of the related crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To provide analytical products to identify significant trends, with a focus on trends concerning political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To provide advice to the respective local institutions, if necessary, as part of the robust monitoring;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
  - EULEX KOSOVO risk assessments when handing over the cases to Kosovo authorities;
  - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society;
  - gravity and seriousness of the alleged crime;
  - high profile of the suspect/s;
  - possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/information management system handed over by EULEX KOSOVO;
- To monitor the implementation of the Kosovo Crime Strategy and the cooperation between Kosovo prosecution and police;
- To monitor the cooperation between prosecution and police;
- To conduct thematic performance and efficiency assessment tasks of local counterparts to identify and analyse potential areas which may require structural revision;
- To communicate and coordinate frequently with other monitoring elements;
- To advise targeted actions/training activities to support local counterparts' progress;
- To assist, advise and update the line management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction;
- To offer peer-to-peer advice to local counterparts.

### **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 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/military education or an award of an equivalent rank; The qualification should be in the field of Law Enforcement, Law, Police Science, Data Analysis or other related field; AND
- A minimum of 5 years of relevant professional experience in serious and complex criminal investigations or in crime analysis or in police intelligence, after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- Knowledge of serious crime investigations and the supervising of such investigations;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code, Criminal Code and International Humanitarian Law;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation and interpersonal skills;
- Report writing skills.

### **6. Desirable Qualifications and Experience:**

- Supervisory/management experience in investigations into serious/complex crimes;
- International experience, particularly in crisis areas with multinational and international organisations;
- Strong research and analytical skills;
- Knowledge of quantitative and qualitative data analysis.

### **7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position:</b> Deputy Senior Mission Security Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50402 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Security and Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Senior Mission Security Officer (D/SMSO) reports directly to the Senior Mission Security Officer (SMSO) and in his/her absence to the Head of Mission.

### 2. Main Tasks and Responsibilities:

- To support the SMSO in leading, managing and coordinating the work and staff of Security and Duty of Care Department;
- To support Mission members in relation to security measures and ensure all necessary actions are taken particularly in emergency cases;
- To assist the SMSO in the supervision and planning of all field visits/journeys and provide timely advice and guidance to Mission members;
- To assist the SMSO 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 deputies for the SMSO 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 advice 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 SMSO.

### **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;
- In all cases 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.

### **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;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- 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.

<b>Position:</b> Team Leader Armed Protection Unit*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50403 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Security and Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

\*The position's recruitment is pending the outcome of the final approval of the Mission's new Deployment Plan.

### 1. Reporting Line

The Team Leader Armed Protection Unit reports to the Senior Mission Security Officer.

### 2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework;
- To manage the armed protection security in coordination with the Host government armed protection forces assigned to the Mission protection;
- To be responsible for planning and execution of Armed Protection operations, in line with the firearms policy stated in the Operation Plan (OPLAN);
- To carry out daily administration and operational planning for the Armed Protection Team;
- To assist in the oversight of Armed Protection Team staff, providing instructions, support and assistance as required;
- To develop and maintain Mission armed protection policies and procedures;
- To provide comprehensive procedural documents related to armed protection activities based on the firearms legal framework policy;
- To coordinate the preparation and delivery of firearms training for the Armed Protection Team in liaison with the Field Security Instructor;
- To identify Mission members' security training requirements and deliver training;
- To provide personal security advice to Mission members;
- To maintain operational effectiveness and equipment husbandry;
- To develop professional contacts with the local police, military and security managers of other international organisations in coordination with the Security and Duty of Care Department;
- To liaise with civilian and military organisations to assess current and future threats;
- To carry out threat assessments to ensure appropriate security measures are in place in a timely and effective manner;
- 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 Senior 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional after having fulfilled the education requirements, out of which a minimum of 3 years of experience at coordination/management level.

#### **5. Essential Knowledge, Skills and Abilities:**

- Trained in basic life support (medical training);
- Pistol and rifle instructor certification/accreditation from a recognised institution;
- Valid license for armoured vehicles or C or C1 driving license;
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems;
- Ability to contribute creatively to the development of security strategies and procedures;
- Language skills (as applicable).

#### **6. Desirable Qualifications and Experience:**

- Trained and certified in close protection techniques (theory and practice);
- Successful completion of an Industry Standard Security Qualification;
- International experience, particularly in crisis areas with multinational and international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the Mission area and potential security threats;
- Language skills.

<b>Position:</b> Close Protection Operator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50410 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Security and Duty of Care Department, Mission Security, Close Protection Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Close Protection Operator reports to the Deputy Senior Mission Security Officer. Staff member might be expected to live in the north.

### 2. Main Tasks and Responsibilities:

- To be responsible for execution of Close Protection (C/P) operations;
- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX Kosovo Mission staff at risk;
- To carry out daily administration and operational planning for daily C/P activities;
- To assist in the development of Mission C/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To provide comprehensive procedural documents with respect to C/P activities;
- To contribute in identifying staff personal security training requirements and to assist in developing and delivering necessary training;
- To provide personal security advice to members of the organisation;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under Close Protection Unit control;
- To assist in coordination of VIP visits with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To carry out threat assessments to ensure appropriate security measures are in place, in a timely and effective manner.

### 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 Senior Mission Security Officer.

### 4. Essential Qualifications and Experience:



- Successful completion of secondary education attested by a diploma, complemented by Police or Military training OR equivalent and attested police and/or military education or an award of an equivalent rank;
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements out of which;
  - A minimum of 2 years of experience in close protection;
- Driving license of category C;
- Authorised to carry and issued a personal weapon.
- Trained and certified in close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving).

**5. Essential Knowledge, Skills and Abilities:**

- Demonstrated ability in providing effective operational planning for a Close Protection Team;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Ability to perform under stress and in difficult circumstances;
- Ability to operate a variety of communication systems.

**6. Desirable Qualifications and Experience:**

- Trained and certified as a shooting instructor;
- Operational experience as a Medic.

<b>Position:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50411-1 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Security and Duty of Care Department, Mission Security, Close Protection Unit, Mission Security Officer Team	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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;
- 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

<b>Position:</b> Internal Auditor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> EK 50010 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Head of Mission, Financial Control Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### **1. Reporting Line:**

The Internal Auditor reports to the Head of Mission, acts independently in the Mission's interest and is administratively line managed by the Head of Head of Mission Office.

### **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 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 to ensure compliance with internal control standards;
- To assist and promote sound financial management;
- To assist the Head of Mission 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 Head of Mission.

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in 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.

<b>Position:</b> Head of Press and Public Information Office/Spokesperson	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 50015 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Head of Mission Office /Press and Public Information Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Head of Press and Public Information Office/Spokesperson reports to the Head of Mission (HoM) and is administratively line managed by the Head of Head of Mission Office.

### 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 Conduct and Planning Capability (CPCC);
- To draft, review, and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings, study visits, and other media events;
- 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 coordinate, 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 the EU Office, the EU Special Representative and other EU actors in Kosovo;
- To establish and foster a network of key media counterparts in Kosovo;
- To provide policy advice to the senior management on all media-related issues;
- To monitor disinformation against the interests of the Mission in close cooperation with the Mission Analysis Capability, Security and Duty of Care and CIS;
- 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.

#### **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, Humanities, Social Sciences or other relevant field; AND
- A minimum of 6 years of relevant professional experience in the field of communication/press and or public information, after having fulfilled the education requirements, out of which a minimum of 2 years of 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 diverse and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials, government decision makers, civil society and press & media professionals;
- Knowledge and practical experience of formulating and implementing a communication strategy/plan;
- Experience and skills in digital communication;
- Writing, drafting and presentation skills;
- Networking skills and initiative.

#### **6. Desirable Qualifications and Experience:**

- Experience in running media and outreach campaigns;
- Experience in planning and implementing projects;
- 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;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Capacity to detect and effectively counter disinformation, misinformation and hate speech;
- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Head of Forensic Medicine Team*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 50110 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Operations Support Pillar / Forensic Medicine Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

\*The position's recruitment is pending the outcome of the final approval of the Mission's new Deployment Plan.

### 1. Reporting Line:

The Head of Forensic Medicine Team (FMT) reports to EULEX Head of Operations Support Pillar.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the update of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationship with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instructions/directions from Mission management and to issue clear instructions to the unit;
- To mentor and advise the Director of the Kosovo IFM and the Head of the Division for Missing Persons in developing and implementing search strategies, policies and procedures to address the issue of missing persons as a result of the conflict as well as determining their fate and identity;
- To mentor and advise the Director of the Kosovo IFM on policies and procedures meeting the international standards and European best practices on all forensic activities undertaken by IFM;
- To mentor and advise the Director of the Kosovo IFM on monitoring and implementing of decisions taken by the Government, by the Ministry of Justice, or other governmental bodies on issues regarding missing persons and forensic medicine;
- To collaborate closely with local authorities to enhance local capacity and cultivate a team of well-trained experts at IFM, in line with the international standards and European best practices;
- 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 Operations Support Pillar.

### **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 in any of the fields of Archaeology, Anthropology, or other relevant forensic sciences;
- A minimum of 6 years of relevant professional experience after having fulfilled the education requirements;
- Experience in forensic practice applied to humanitarian or human rights investigations;
- Experience in various aspects related to post-conflict missing persons (e.g. forensic archaeology operations and/or forensic anthropological examinations and/or complex human identification work);
- Experience in liaising with local authorities, local counterparts and international organizations;
- Experience of local forensic capacity building projects.

### **5. Essential Knowledge, Skills and Abilities:**

- Proven managerial skills with specific focus on forensic operations;
- Proven experience of a collaborative approach, with prior experience in multi-cultural and multi-disciplinary teams.

### **6. Desirable Qualifications and Experience:**

- Knowledge and experience in strategic management of forensic teams;
- Experience in development of technical and non-technical guidelines and protocols;
- Experience with expert testimony evidence in court.

### **7. Desirable Knowledge, Skills and Abilities:**

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

- Knowledge of current developments in forensic science issues, local and international legislation and conventions related to missing persons, civil society dynamics and reconciliation principles.

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

### 1. Reporting Line:

The Forensic Archaeologist reports to the Head of Forensic Medicine Team(FMT).

### 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 Forensic Analyst 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 Head of FMT.

### 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.

<b>Position:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff - Management Level
<b>Ref. Number:</b> EK 50311 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Mission Support Department/ Procurement Unit	<b>Security Clearance Level:</b> No (only access up to EU RESTRICTED required)	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Procurement Officer reports to the Chief 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 Chief 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 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 and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Chief 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. The qualification should be in the field of Law, Public Administration, Business Administration or other related university studies; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements,
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with the EU legislation and regulations.

**5. Essential Knowledge, Skills and Abilities:**

- Analytical skills and financial acumen;
- Ability to establish, plan and review priorities;
- Negotiations and project management skills;

- Supply market analysis skills.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations.
- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System;
- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG).

<b>Position:</b> IT Officer / ERP Coordinator*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> EK 50334 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b>
<b>Pillar/Department/Unit:</b> Mission Support Department/ Technical Services/ Communication and Information Systems Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

\*The position's recruitment is pending the outcome of the final approval of the Mission's new Deployment Plan.

### 1. Reporting Line:

The IT Officer / ERP Coordinator reports to the Chief of Communication and Information Systems Unit.

### 2. Main Tasks and Responsibilities:

- To coordinate the activities of the 3 modules (Finance, Procurement & Logistics) related to the Enterprise Resource Planning (ERP) System;
- To ensure the data integrity, normalization, and standardization throughout the Mission, related to the use of the ERP;
- To define and enforce standards for efficient use of the ERP across all Mission Processes;
- To perform regular log checks, identifying issues and propose solutions;
- To conduct routine data checks and maintain data quality control;
- In coordination with Finance, Procurement, Logistics and MSD Management, to design tables, views, procedures, functions and workflows;
- To collaborate with system administrators (Mission Support Platform) to enhance the ERP system as per the Mission requirements;
- To manage the ERP helpdesk, including tracking and resolving pending requests;
- To supervise and provide training to ERP users on system features and best practices;
- To maintain and update all contracts within the ERP, coordinating closely with relevant units;
- To manage the ERP user roles in coordination with system administrators.

### 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 Communication and Information Systems 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 the field of Information Technology, Computer Science, Information Systems Management or other related university studies; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

- Proven experience in the use and management of ERP systems.

**5. Essential Knowledge, Skills and Abilities:**

- Comprehensive knowledge of ERP systems, including their functionalities;
- Understanding of database design principles, including creating tables, views, procedures, functions, and workflow within ERP systems;
- Knowledge of IT systems and their management, especially within the context of ERP implementation and enhancement;
- Strong coordination and problem solving skills;
- Attention to detail;
- Strong communication skills, including effective presentation skills and the ability to deliver training courses.

**6. Desirable Qualifications and Experience:**

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

**7. Desirable Knowledge, Skills and Abilities:**

- Ability to perform under stress and in difficult circumstances.