

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 - Requirements and Job Descriptions

<p align="center">European Union Rule of Law Mission in Kosovo (EULEX Kosovo) 1-2024 Call for Contributions</p>						
Organisation:	European Union Rule of Law Mission in Kosovo (EULEX Kosovo)					
Job Location:	Western Balkans Region (Kosovo)					
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post	Pending	Confirmed	Total Vacancies	Availability
	<u>Seconded (22 posts)</u>					
	EK 50025	Liaison Officer (Operations) Brussels Support Element	0	1	1	15/05/2024
	EK 50030	Chief Situation and Information Centre	0	1	1	ASAP
	EK 50031	Situation Centre Operations Officer	1	0	1	11/06/2024
	EK 50040	Knowledge and Information Management Officer	0	1	1	ASAP
	EK 50054	Human Resources Recruitment Officer	0	1	1	ASAP
	EK 50056*	Liaison Officer (Human Resources), Brussels Support Element	0	1	1	ASAP
	EK 50103	Liaison/Coordination Officer	0	1	1	03/05/2024
	EK 50121	Informant Handler	0	1	1	04/05/2024
	EK 50123-1	Intelligence Researcher/ Database Input Operator	0	1	1	ASAP
	EK 50124	Desk Officer/Office Manager	0	1	1	07/04/2024
	EK 50126	Team Leader International Police Cooperation Unit	0	1	1	19/05/2024
	EK 50207	Correctional Monitor	0	1	1	30/05/2024
	EK 50216	Justice Monitor	0	1	1	ASAP
EK 50217	Police Monitor	1	0	1	ASAP	

	EK 50403	Team Leader Armed Protection Unit	0	1	1	ASAP
	EK 50404	Armed Protection Operator	0	3	3	15/06/2024
	EK 50410	Close Protection Operator	0	2	2	ASAP
	EK 50411-1	Mission Security Officer	0	1	1	03/05/2024
	EK 50501	Legal Officer (Human Rights Review Panel)	0	1	1	ASAP

*pending the availability of the position

	<u>Seconded/Contracted (5 posts)</u>					
Job Titles/ Vacancy Notice:	EK 50113	Forensic Anthropologist/ Identification Coordinator	0	1	1	ASAP
	EK 50114	Forensic Archaeologist	0	1	1	ASAP
	EK 50306-1	Finance and Accounting Officer	0	1	1	ASAP
	EK 50336	IT Officer/ ERP Coordinator	0	1	1	ASAP
	EK 50412	Team Leader Mission Security Officer Team	0	1	1	ASAP
Deadline for Applications:	Wednesday, 27 March 2024, 17:00 hrs CET (Brussels time)					
Applications must be submitted to:	<p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>c) You do not have the nationality of an EU Member State: only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</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>					

Information:	<p>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC) Ms. Tapio RASANEN cpcc.eulexkosovo@eeas.europa.eu</p> <p>For questions from contracted candidates please contact the EULEX Human Resources Division HumanResources@eulex-kosovo.eu</p>
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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. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. 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 POSITIONS

Position: Liaison Officer (Operations) - Brussels Support Element	Employment Regime: Seconded	
Ref. Number: EK 50025 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Brussels/Belgium	Availability: 15/05/2024
Pillar/Department/Unit: Office of the Chief of Staff	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Liaison Officer (Operations) Brussels Support Element (BSE) reports to the Chief of Staff and functionally supports and works with the Conduct of Operations Division, Civilian Planning and Conduct (CPCC).

2. Main Tasks and Responsibilities:

- To liaise and maintain close coordination between the Mission and CPCC, the European Union External Action Service and EU Member States;
- To follow and coordinate political developments of interest to the Mission with EU institutions and interlocutors in close cooperation with the CPCC Desk;
- To provide analysis on the Mission mandate implementation;
- To inform and advise CPCC on relevant aspects of Mission operations;
- To contribute to reporting, drafting and planning of Mission documents;
- To support CPCC Operations desk and contribute to briefings, reports, meetings, read-outs, and notes etc.;
- To contribute to CPCC presentations to Brussels-based working groups and other actors;
- To support Mission visits to Brussels, EU capitals and vice versa;
- To conduct background research on items relevant to the Mission;
- To provide input, as requested, to the Mission on the basis of developments relevant to the mandate;
- To be embedded within CPCC;
- To visit the Mission area of operations regularly.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- High level of proactivity;
- Excellent analytical and reporting skills;
- Excellent networking skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of and experience in relevant processes and procedures of the European Union institutions;

Position: Chief Situation and Information Centre	Employment Regime: Seconded	
Ref. Number: EK 50030 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff / Situation and Information Centre	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Chief Situation and Information Centre reports to the Chief of Staff (CoS), while cooperating closely with the Senior Mission Security Officer and the Head of Operations Support Pillar for their areas of responsibility.

2. Main Tasks and Responsibilities:

- To manage the Situation and Information Centre (SIC), including
 - personnel management and recruitment,
 - ensuring that standard operating procedures, tools and templates are in place,
 - briefing senior management as well as visitors,
 - sharing information and maintaining relations with the Mission's components,
 - providing input to management meetings.
- To ensure that SIC receives all necessary information in a timely manner;
- To organise the information-flow within the Mission ensuring situational awareness at all levels;
- To oversee the preparation and quality of SIC products;
- To ensure timely distribution of reports about important, urgent events and new developments;
- To ensure the collection, analysis, distribution and archiving of all incoming security and operational reports, and of information from different sources including the media;
- To oversee the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff;
- To ensure a proper information flow to the Watchkeepers' Capability;
- To oversee the appropriate operation of secure communication mean;
- To ensure the proper registration of all activities and in particular in case of incident;
- To alert and inform key security personnel and senior Mission management of important developments;
- To take over of all operational assignments of a SIC Officers, when necessary;
- 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. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. 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 experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to process information to provide situational awareness, crisis management and early warning services;
- Ability to contribute to the development of security policies and procedures;
- Sound drafting and editing skills, with the ability to produce cogent reports often under time constraints;
- Ability to identify sensitive and operationally significant issues;
- Ability to effectively conduct presentations by clearly summarising and articulating issues, and concisely conveying information;

6. Desirable Qualifications and Experience:

- Experience in handling EU classified information;
- Experience working in a Watch Room, Situation Centre, Joint Operations Centre or similar setting.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work with infographics, information and data management, mapping and graphic programmes;
- Knowledge of most recent technology and IT applications.

Position: Situation Centre Operations Officer	Employment Regime: Seconded	
Ref. Number: EK 50031 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability:
Pillar/Department/Unit: Office of the Chief of Staff / Situation and Information Centre	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Situation Centre Operations Officer reports to the Chief Situation and Information Centre.

2. Main Tasks and Responsibilities

- To monitor security-related and other developments relevant for the implementation of the Mission's mandate;
- To gather and interpret information from a variety of sources, including internet-based open source media, reports and information from interlocutors;
- To identify the need for follow up actions on information received and ensure they are taken expeditiously;
- To collect and disseminate incoming reports and information from different sources;
- To respond to requests for information by senior management;
- To review incoming messages, determine urgency and alert relevant staff members;
- To alert and inform key security personnel and senior management of important developments;
- To liaise with international and local counterparts for verifying and de-conflicting information;
- To draft and edit situation and other reports as requested;
- To prepare and present briefings using visual tools;
- To prepare and update maps using cartographic and information systems;
- To maintain detailed and confidential information databases, contact lists and emergency notification charts;
- To process EU classified information and operate means of secure communications;
- To facilitate crisis and emergency procedures when necessary;
- To deputise for the Chief Situation and Information Centre as and when requested.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge and Skills and Abilities:

- Sound drafting and editing skills, with the ability to produce cogent reports often under time constraints;
- Ability to identify sensitive and operationally significant issues;
- Ability to effectively conduct presentations by clearly summarising and articulating issues, and concisely conveying information;

6. Desirable Qualifications and Experience:

- Experience in handling EU classified information;
- Experience working in a Watch Room, Situation Centre, Joint Operations Centre or similar setting.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work with infographics, information and data management, mapping and graphic programmes;
- Knowledge of most recent technology and IT applications.

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

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 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 Planning, Reporting and Evaluation 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 the Line manager(s).

4. Essential Qualifications and Experience:

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

Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 1 year of experience in information and/or knowledge management and organisational learning.

5. Essential Knowledge, Skills and Abilities:

- Expertise in monitoring and evaluation;
- Ability to develop information and knowledge management systems;
- Excellent analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Pro-active and innovative approach;
- Client-oriented attitude.

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.

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

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 Line manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- 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.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Liaison Officer (Human Resources) Brussels Support Element	Employment Regime: Seconded	
Ref. Number: EK 50056 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Brussels/Belgium	Availability: Pending the availability of the position
Pillar/Department/Unit: Human Resources Division	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Liaison Officer (Human Resources), Brussels Support Element reports to the Chief of Staff, working closely with Head of Human Resources and functionally supports and works with the Missions Personnel 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 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.

Position: Liaison/Coordination Officer	Employment Regime: Seconded	
Ref. Number: EK 50103 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 03/05/2024
Pillar/Department/Unit: Operations Support Pillar/ Office of the Head of Operations Support Pillar	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

Position: Informant Handler	Employment Regime: Seconded	
Ref. Number: EK 50121 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 04/05/2024
Pillar/Department/Unit: Operations Support Pillar, Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

The Informant Handler reports to the Head of Criminal Intelligence and Cooperation Unit.

2. Main Tasks and Responsibilities:

- To contribute on the operational level to the Mission mandate implementation in line with the Mission's planning documents;
- To identify, recruit and manage informants who can provide information relating to requests stemming from the Specialist Chambers / Specialist Prosecutor's Office;
- To liaise with other Mission's units, relevant law enforcement agencies and organisations from authorities in- and outside Kosovo;
- To ensure that the identity of the informants remains protected while providing the law enforcement authorities with evidential information required;
- To ensure that applicable laws, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant;
- To develop and manage cover stories for the protection of the informant;
- To manage expenses related to covert human sources.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

- 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:

- To have good knowledge about past and current Kosovo security and political situation;
- Knowledge of Albanian and/or Serbian languages.

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

1. Reporting Line:

The Intelligence Researcher/ Database Input Operator 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 - IBase;
- 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 secondary education attested by a diploma OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- professional skills in intelligence issues and/or complex data;
- Extensive practical abilities to carry intelligence data research including open source.
- 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:

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

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.

Position: Desk Officer/ Office Manager	Employment Regime: Seconded	
Ref. Number: EK 50124 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 07/04/2024
Component/Department/Unit: Operations Pillar, Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Desk Officer/ Office Manager 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 act as the focal point for receiving, developing and disseminating information/intelligence in accordance with the Criminal Intelligence and Cooperation Unit (CICU) policy;
- To maintain records in order to assist in the provision of information management;
- To provide quality control to ensure compliance with all CICU policies;
- To act as the Office Manager with direct responsibility for the daily operations of the CICU;
- To maintain and develop a wide range of contacts with individuals and organisations;
- To liaise with Intelligence Officers.

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 the secondary education attested by a diploma, complemented with police training;
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge about intelligence issues and/or complex data;
- Excellent interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

6. Desirable Qualifications and Experience:

- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience with EUROPOL information exchange mechanisms;
- Experience in criminal intelligence.

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Team Leader of International Police Cooperation Unit	Employment Regime: Seconded	
Ref. Number: EK 50126 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 19/05/2024
Component/Department/Unit: Operations Support Pillar, Criminal Intelligence and Cooperation Unit, International Police Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

Team Leader of International Police Cooperation Unit reports to the Head of Criminal Intelligence and Cooperation Unit.

2. Main Tasks and Responsibilities:

- To direct and supervise the work of International Police Cooperation Unit;
- To contribute on the operational level to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), ensuring relations with Interpol and Europol and Kosovo Police International Police Cooperation Unit (ILECU);
- To maintain cooperation and communication with the competent services of Interpol, Europol and ILECU;
- To liaise closely with the relevant local and external stakeholders;
- To ensure the Unit's support, in its field of responsibility, for the operational requirements of the Head of Criminal Intelligence and Cooperation Unit.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Senior Law Enforcement Officer;
- Proven working skills with Interpol, Europol, SIRENE, Bi-lateral police cooperation and in mutual assistance;
- Knowledge about organised crime investigations, intelligence function, international policing and international cooperation agreements.

- Knowledge of cooperating with other relevant international police cooperation entities (e.g., FRONTEX, SELEC centres, ILECU project, Embassies);
- Very good interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience:

- Authorised to carry and issued a personal weapon.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

Position Name: Correctional Monitor	Employment Regime: Seconded	
Ref. Number: EK 50207 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 30/05/2024
Pillar/Department/Unit: Monitoring Pillar, Correctional Unit	Security Clearance Level: No (only access up to EU RESTRICTED required)	Open to Contributing Third States: Yes

1. Reporting Line:

The Correctional Mobile Monitor reports to the Chief of Correctional Unit/ Advisor to the Head of Kosovo Correctional Service (KCS).

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position: Justice Monitor	Employment Regime: Seconded	
Ref. Number: EK 50216 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar, Case Monitoring Unit	Security Clearance Level: No (only access up to EU RESTRICTED required)	Open to Contributing Third States: 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;
- Knowledge of the specificities of the material and procedural criminal law and/or civil law in Kosovo.

6. Desirable Qualifications and Experience:

- Legal experience in transitional justice processes in the Balkans in the following thematic areas: property, privatization, crimes under international law, gender based violence, hate crimes, etc.);
- Experience in justice reform either domestically or internationally.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

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

1. Reporting Line:

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/and 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.

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

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 line manager.

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.

Position: Armed Protection Operator	Employment Regime: Seconded	
Ref. Number: EK 50404 Confirmed Vacancies: 3 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 15/06/2024
Pillar/Department/Unit: Security and Duty of Care Department, Mission Security, Armed Protection Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Armed Protection Operator reports to the Team Leader Armed Protection Unit.

2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework
- To be responsible for Armed Protection operations;
- To contribute to the armed protection security set up of Mission members;
- To carry out daily administration and operational planning for Armed Protection Team activities;
- To assist in the development of Mission Armed Protection policies and procedures;
- To assist the Armed Protection Team Leader in compiling comprehensive procedural documents with respect to Armed Protection activities;
- To contribute in identifying staff personal security training requirements and deliver training as required under the supervision of Armed Protection Team Leader;
- To maintain operational effectiveness and equipment husbandry;
- 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 line manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Authorised and issued a personal weapon;
- Ability to operate a variety of communication systems;
- Valid driver's license category C -.

6. Desirable Qualifications and Experience:

- Trained and certified in close protection techniques (theory and practice);
- Hold an industry standard First Aid Qualification;

- Experience driving Armoured vehicles;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats.

Position: Close Protection Operator	Employment Regime: Seconded	
Ref. Number: EK 50410 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Security and Duty of Care Department, Mission Security, Armed Protection Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Close Protection Operator reports to the Team Leader Armed Protection Unit. Mission 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 Team Leader Armed Protection Unit.

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;

5. Essential Knowledge, Skills and Abilities:

- Driving license of category C Valid driver's license 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).
- 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.

Position: Mission Security Officer	Employment Regime: Seconded	
Ref. Number: EK 50411-1 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Security and Duty of Care Department, Mission Security Officer Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer reports to the Team Leader – Mission Security Officer. Mission 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 Line Managers(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 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Valid driver's license category C - **to be presented latest upon deployment in case of selection;**
- Knowledge in ensuring protection of organisational programs, personnel, assets, information and reputation, after having fulfilled the education requirements;
- 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.

Position: Legal Officer	Employment Regime: Seconded	
Ref. number: EK 50501 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Human Rights Review Panel	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

The Legal Officer reports to the Chair of the Human Rights Review Panel (HRRP).

2. Main Tasks and Responsibilities:

- To advise the Members of the HRRP on the applicable law and the international human rights instruments and principles relevant to complaints under review, including conducting connected research;
- To provide effective support to the HRRP in the lead up to, during and in the follow up to the sessions of the HRRP;
- To review, analyse and advise on all documents relevant to complaints under review;
- To draft legal opinions, reports, briefing notes and other legal documents;
- To draft findings and recommendations for the HRRP for submission to the Head of Mission;
- As assigned by the presiding HRRP Member, to ensure that the work of the Secretariat and its staff are effectively managed;
- To undertake any other tasks as required by the Line Manager.

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 presiding HRRP member.

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 or Public Administration; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Prior experience in working with the judiciary and/or law enforcement agencies;
- Excellent knowledge of human rights instruments and institutional mandates such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Excellent analytical, research and legal drafting skills.

6. Desirable Qualifications and Experience:

- Experience in case work/processing and complaints handling.

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the functioning of the EU.

SECONDED/CONTRACTED POSITIONS

Position: Forensic Anthropologist/ Identification Coordinator	Employment Regime: Secoded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: EK 50113 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Division/Department/Unit: Operations Support Pillar/ Forensic Medicine Team	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line

The Forensic Anthropologist/ Identification Coordinator reports to Head of Forensic Medicine Team.

2. Main Tasks and Responsibilities

- To monitor, advise and assist in forensic anthropological examinations, including the analyses of complex cases of commingled remains;
- To advise and assist in the field, in the search and recovery of skeletonized remains;
- To advise and assist in the collection of samples from human remains for the purpose of DNA analysis;
- To advise and assist in conducting detailed analyses of complex data in relation to the identification of human remains;
- To manage and process of extensive and complex volumes of data related to missing persons cases;
- To write reports following international forensic anthropological standards;
- To plan for and train on-the-job local counterparts in the subject of forensic anthropology and related subjects.

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 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 Forensic Anthropology, Biological/ Physical Anthropology, or a relevant field; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Solid background and knowledge in the examination of skeletonized remains, including the analyses of complex cases of commingled remains;
- Working knowledge in the determination of Minimum Number of Individuals;
- Working knowledge of trauma analysis of skeletonized human remains, including of bone biomechanics and perimortem trauma interpretation;

6. Desirable Qualifications and Experience:

- Experience in the recording and recovery of human remains from the burial context;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of category C.

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- General knowledge of other forensic science fields, such as ballistics, death scene investigation etc.;
- Knowledge in working with civil society groups and NGOs;
- Good knowledge of management and analysis of extensive volumes of data.
- Ability to perform under stress and in difficult circumstances.

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To devise and advise in search strategies;
- To monitor, advise and assist in the conduct of site assessments;
- To advise on the planning of operational and logistical aspects of exhumations;
- To monitor and advise on the technical execution of exhumations;
- To write reports following international forensic archaeological standards;
- To compile reports of possible new sites of forensic interest;
- To work closely with the Forensic Analyst on the assessment of data pertaining to missing persons' cases in the search for new potential burial locations;
- To plan for and train on the job local counterparts in the subject of forensic archaeology and related subjects;
- To assist in the mortuary operation whenever required;

3. General Tasks and Responsibilities:

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

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 Archaeology, Bioarchaeology, Forensic Archaeology or a relevant field; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Solid background and knowledge in field 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;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Familiar with digital mapping, survey techniques using TST and GPS, CAD or other 3D modelling packages, GIS software packages and 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 applied archaeological methodologies and techniques for searching for burials;
- Good knowledge of management and analysis of extensive volumes of data;
- Ability to perform under stress and in difficult circumstances.

Position: Finance and Accounting Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: EK 50306-1 Confirmed Vacancies: Pending Vacancies:	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Mission Support Department/ Finance Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Finance and Accounting Officer reports to the Chief Finance Unit.

2. Main Tasks and Responsibilities:

- To assist the Chief of Finance Unit (CoF) in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the CoF;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To record commitments in the designated software applications;
- To perform regular bookkeeping and accounting entries of the transactions on a daily basis using the designated accounting software applications;
- To file and archive related supporting documentation;
- To assist in the reporting, verifying accuracy of the accounts, and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To assist the CoF in drafting the Mission budget;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the CoF;

3. General Tasks and Responsibilities:

- To be responsible for the control of financial commitments with regard to the availability of the funds and the respect of procurement threshold;
- To be responsible for proper implementation of the internal financial authorisation process;
- To be responsible for proper implementation of payments (including payroll process), collection of revenue and recovery of amounts established as being receivable;
- To prepare, present and maintain the accounts;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting and preparation of weekly, monthly, quarterly, interim and final financial reports, as well as ad hoc reporting;
- To support the implementation of internal and external audits.

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 Finance, Economics, Accounting, Financial Audit or Business Administration or a related field AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting and general financial principles;
- Knowledge of current technologies used for accounting/finance and confident with spreadsheets;
- Excellent analytical, research and problem-solving skills;
- Excellent interpersonal and communication skills;
- Punctuality, commitment to quality, attention to detail, and good multi-tasking skills;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment;
- Ability to deal with sensitive information discreetly and confidentially;
- Ability to demonstrate an absolute integrity and highest level of emotional intelligence.

6. Desirable Qualifications and Experience:

- Member of a body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant or Chartered Accountant;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

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

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.

Position: Team Leader - Mission Security Team	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff – Management Level (MSML)
Ref. Number: EK 50412 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 15/06/2024
Component/Department/Unit: Security and Duty of Care Department/ Mission Security Officer Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To direct and supervise the work of the Mission Security Team;
- To develop, implement, update and maintain regional security policies, plans and procedures;
- To carry out appropriate assessments in order to ensure security measures are put in place, in a timely and effective manner;
- To manage guard force activities;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including to the Situation and Information Centre;
- To anticipate security needs of the region and to support the Operations and Planning Officer with budgeting and procuring goods and services as appropriate, and to oversee the implementation of security contracts;
- To conduct or oversee security training for regional staff members in warden, residential, office, travel and general security awareness, as well as to identify future training needs.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second 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 Security or Emergency Management or other related field OR equivalent and attested police or/and military education; 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 coordination/management level;
- Authorised to carry and be issued a personal firearm if seconded or be prepared to be trained in their use if contracted;
- Driving license of Category C.

5. Essential Knowledge, Skills and Abilities:

- Demonstrated knowledge and acquired expertise 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;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures.

6. Desirable Qualifications and Experience:

- Successful completion of the EEAS Security Officers Certification Course (MSO);
- Knowledge of EU security policies and security organisation;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Previous experience as Mission Security Officer in a CSDP Mission;
- Ability to perform under stress and in difficult circumstances.