

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX I

SECOND EXTRAORDINARY CALL FOR CONTRIBUTIONS 2012 FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO, EULEX KOSOVO

ADVERTISEMENT FOR SECONDED STAFF MEMBERS

Guidelines for Application and Basic Requirements

Organisation:	EULEX KOSOVO					
Job Location:	Western Balkans Region (Kosovo)					
Staff Regime:	Seconded by contributing States or Seconded by an EU Institution					
Job Titles/Vacancy Notice:	Please refer to the job descriptions					
Deadline for applications:	25 May 2012					
Job Titles/Vacancy Notice:	<u>Seconded</u>					
	Ref.	Name of the post	Pending*	Confirmed Vacancies	Total Vacancies	Available on
	EK 0151	Head of Executive Division	1		1	June 2012
	EK 0152	Head of Strengthening Division	1		1	June 2012
	EK 0399	Head of Supplementary Uniformed Police Force (SUP)	1		1	June 2012
	EK 0406	Supplementary Uniformed Police Force Platoon Commander (SUP)	3		3	June 2012
	EK 0406/1	Supplementary Uniformed Police Force Officer (SUP)	90		90	June 2012

* Pending approval of revised planning documents

<p>How to apply:</p>	<p>Interested candidates should use the standard application form (Annex II), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. In case more are received by the same candidate only one will be considered, the one submitted through the national authorities being given priority.</p> <p>Completed forms should be sent to the following email only. Please DO NOT SEND to any other addresses. No further documentation is necessary.</p> <p>Civilian Planning & Conduct Capability (CPCC) E-mail: cpcc-kosovoforgen@consilium.europa.eu</p>
<p>Information:</p>	<p>Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or from the following contacts: For questions from national authorities:</p> <p>EULEX KOSOVO Attn. Ms. Antigone Marana Tel: +32 (0)2 281 ext. 2630 Antigone.MARANA@ext.eeas.europa.eu</p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources Tel: +386 43 78 ext. 6846, 8932, 8878, 6337 HumanResources@eulex-kosovo.eu</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Contributing States will be considered. Contributing 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 document 7291/09 (10 March 2009). Personnel seconded from contributing third States are not entitled to receive allowances paid according to document 7291/09 (10 March 2009).

Tour of Duty/Contract Period – Subject to the adoption of the 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 Planning and Conduct Capability, CPCC, requests that contributing States propose candidates for the following international staff positions for EULEX KOSOVO, according to the requirements and profiles described below:

A. Essential requirements

Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) or of a contributing third State¹ and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants 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. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the 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.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Contributing States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

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

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

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

Croatia, Norway, Switzerland, Turkey and United States

B. Recommended requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy.

Knowledge of the Balkans – To have a good knowledge of the history, culture, social and political situation of the region, as well as of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language skills – knowledge of local languages will be an asset.

C. Essential documents for selected candidates

Passport - Contributing States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

Visas –Contributing States and Mission members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, where required. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of personnel security clearance as indicated in the respective job description when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

The level of personnel security clearance required for each position is specified within the individual job description. The security clearance required will be:

- (1) An EU security clearance at the designated level; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a contributing third State with whom the GSC does not have a full security agreement but an agreement exists relating to the participation/contribution of that third State which expressly addresses the obligations of that country towards the handling of EUCI.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license is required for driving B6 armoured vehicles.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC encourages contributing States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex II) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the contributing State will bear any related costs.

Information on the outcome –Contributing States will be informed about the outcome of the selection process after its completion.

**SECOND EXTRAORDINARY CALL FOR CONTRIBUTIONS 2012 FOR THE EUROPEAN UNION
RULE OF LAW MISSION IN KOSOVO, EULEX KOSOVO**

Job Descriptions

Title: Head of Executive Division – EK 0151

Employment regime: Seconded

Expected Deployment: June 2012

Vacancies: 1

S/he reports to the Head of Mission

Job Description

- To operationalize the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of the Mission’s executive tasks;
- To manage, prioritize and direct the work of organisational units within the Executive Division to ensure they deliver on the Mission’s mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM;
- To ensure accurate and timely reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure compliance with instructions by the Mission management within the Division and to issue clear instructions on the operational level to the Division, ensuring through the two Deputies, where appropriate, that the executive resources are used in the best possible way to reach the Mission’s goals;
- To ensure coordination at the operational level with the Head of the Strengthening Division;
- To guide the Division’s efforts in the area of horizontal cross-Division and cross-departmental cooperation and coordination;
- To act as Head of the Justice Component as envisaged in the legislation applied in Kosovo;
- To represent the Mission, as appropriate;
- To perform any other related tasks as requested by the Head of Mission.

Job Requirements:

- Successful completion of a full course of university studies attested by a **degree** in law, business administration, management or other relevant field where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **15 years of relevant professional experience**, out of which **8 at a senior management level**.

OR

Successful completion of a full course of university studies attested by a **degree** in law, business administration, management or other relevant field where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **16 years of relevant professional experience**, out of which **8 at a senior management level**;

- Track record of senior positions in the field of rule of law, such as in Ministries of Justice, Courts or independent rule of law institutions;
- Strong managerial track record, particularly in managing rule of law processes and staff;
- Proven knowledge of the most relevant areas of rule of law (criminal and civil courts, administration of justice, prosecution, forensics) a strong advantage;
- EU Civilian Crisis Management Course and/or CSDP mission experience an advantage;
- Profound knowledge of the Balkans and Kosovo in particular strong advantage;
- Knowledge of a local languages an advantage;
- To be in possession of a security clearance at the level of EU Secret or equivalent.

Title: Head of Strengthening Division – EK 0152

Employment regime: Seconded

Expected Deployment: June 2012

Vacancies: 1

S/he reports to the Head of Mission

Job Description

- To operationalize the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan in the area of monitoring, mentoring and advising (MMA);
- To manage, prioritize and direct the work of organisational units within the Strengthening Division to ensure they deliver on the Mission’s mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure compliance with instructions by the Mission management within the Division and to issue clear instructions on the operational level to the Division;
- To guide the Division’s work in addressing areas of structural weaknesses in the performance and accountability of the respective counterparts through improvement strategies, organisational change processes, strengthening/reviewing legislation, structural safeguards or similar corrective measures (“institutional” MMA);
- To this end, to drive proactively the implementation of the Mission’s MIP in his/her division and to report accurately on progress and lack of progress through established procedures, including:
 - to ensure the implementation of the Mission’s policies by assertive MMA in the field of potential political interference and corruption, human rights and gender, etc;
 - to follow and contribute to the Mission’s legislative review mechanism proactively with a view of helping establishing a mission-wide coordinated position on any legislative initiative by the government of interest for the Mission (including by-laws).
- To guide the Division’s efforts in the area of horizontal cross-Division and cross-departmental cooperation and coordination;
- To manage the efficient use of the mobile team in assessing compliance of local institutions with advice given on the strategic level;
- In case of non-compliance, to report to the chain of command with recommendations.
- To ensure coordination on the operational level with the Head of the Executive Division
- To represent the Mission, as appropriate;
- To perform any other related tasks as requested by the Head of Mission.

Job Requirements:

- Successful completion of a full course of university studies attested by a **degree** in law, business administration, management or other relevant field where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **15 years of relevant professional experience**, out of which **8 at a senior management level**.

OR

Successful completion of a full course of university studies attested by a **degree** in law, business administration, management or other relevant field where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **16 years of relevant professional experience**, out of which **8 at a senior management level**;

- Track record of senior positions in the field of rule of law or independent rule of law institutions;
- Strong managerial track record, with an emphasis in change management;
- EU Civilian Crisis Management Course or CSDP mission experience an advantage;
- Profound knowledge of the Balkans and Kosovo in particular strong advantage;
- Knowledge of a local languages an advantage;
- To be in possession of a security clearance at the level of EU Secret or equivalent.

Title: Head of Supplementary Uniformed Police Force (SUP), EK – 0399

Employment regime: Seconded

Expected Deployment: June 2012

Vacancies: 1

S/he reports to the Head of the Special Police Department (SPD)

Job Description

- To manage the platoons and ensure implementation of the tasks given by the Head of SPD;
- To provide advice and operational support to Head of SPD and the SPD Chief of Staff;
- To be responsible for operational planning and management of SUP tasks;
- To command SUP in Operations;
- To supervise the work of the Platoon Commanders and ensure that planning and execution of operations are adequately fulfilled;
- To provide comprehensive procedural documents related to SUP tasks;
- To maintain a high operational effectiveness of the unit;
- To coordinate with other units and conduct training, under the directions of SPD command;
- To develop professional contacts within EULEX and other counterparts;
- To ensure the requirement of staff discipline and behaviour are adhered to;
- To undertake any other related task as requested by Head of SPD.

Job Requirements

- Indicative rank of Major or Captain or equivalent with a minimum of 10 years of operational police experience out of which 5 years performing managerial functions;
- Experience in managing operational of around one hundred police officers;
- Trained in public order policing techniques with command experience desirable;
- Trained and authorised to carry firearms;
- Possession of security clearance at the level of EU Confidential.

Title: Supplementary Uniformed Police Force Platoon Commander (SUP), EK – 0406

Employment regime: Seconded

Expected Deployment: June 2012

Vacancies: 3

S/he reports to the Head of the SUP.

Job Description

- To be responsible for the operations of the platoon;
- To command the platoon in the field;
- To prepare, organise and carry out special tasks with regard to safety and security and liaise with all relevant parties as required;
- To plan duty rosters for the operations and coordinate training and leave plans of SUP Officers as appropriate;
- To monitor behaviour and compliance of SUP Officers with relevant guidelines, laws and regulations;
- To initiate, prepare, organise and carry out training programmes for the platoon in cooperation with the SPD training officer;
- To undertake any other related task as requested by the Head of SUP.

Job Requirements

- Indicative rank of Lieutenant or equivalent with a minimum of 5 years of operational police experience;
- Trained in public order policing techniques with command experience desirable;
- Possession of good technical skills in staff management, reporting tasks and communication;
- International policing experience desirable;
- Trained and authorised to carry firearms;
- Possession of security clearance at the level of EU Confidential.

Title: Supplementary Uniformed Police Force Officer (SUP) , EK – 0406/1

Employment regime: Seconded

Expected Deployment: June 2012

Vacancies: 90

S/he reports to the SUP Platoon Commander.

Job Description

- To patrol in the assigned area of responsibility in order to guarantee safety and security of persons present in the area;
- To perform general policing tasks including visibility patrolling;
- To perform static and dynamic security tasks;
- To support and assist the Task Force Mitrovica in investigations;
- To participate in executive emergency operations whenever needed;
- To ensure security and assist with the evacuation/extraction of EULEX personnel when needed;
- To perform search and seizure operations and arrests, independently or in joint operations with Kosovo Police and/or KFOR;
- To undertake any other related task as requested by the SUP Platoon Commander.

Job Requirements

- A minimum of 5 years of operational police experience;
- Trained in public order policing techniques desirable;
- International policing experience desirable;
- Trained and authorised to carry firearms;
- Command of English language at a level of independent user;
- Possession of driving license category C highly desirable.