



ANNEX I

CORRIGENDUM TO THE 2-2013 CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO).

ADVERTISEMENT FOR SECONDED/CONTRACTED 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 / Contracted* Employment regime is indicated in each job description					
Job Titles/Vacancy Notice:	Please refer to the job descriptions					
Deadline for applications:	26 June 2013					
Job Titles/Vacancy Notice:	<u>Seconded/Contracted</u>					
	<i>Ref.</i>	<i>Name of the post</i>	<i>Pending*</i>	<i>Confirmed Vacancies</i>	<i>Total Vacancies</i>	<i>Available on</i>
	EK 10016	Senior Auditor	0	1	1	Sep-13
	EK 10044	Head of Planning, Coordination and Compliance Office	0	1	1	Sep-13
	EK 10058	Political Advisor/Reporting Officer	0	1	1	Dec-13
	EK 10059	Political Advisor/Reporting Officer (North)	0	1	1	Sep-13
	EK 10070	Legislative Expert	1	0	1	Sep-13
	EK 10074	Press and Public Information Officer (PPI Officer)	0	1	1	Nov-13
	EK 10090	Interpreter/Translator (Serbian/English)	0	1	1	Oct-13
	EK 10091	Court Recorder	0	1	1	Sep-13
	EK 10092	Prosecutor	1	7	8	5 in Sep, 1 in Oct, 2 in Dec-13
	EK 10093	Legal Officer	0	6	6	Sep-13

* International staff contracted by the Head of Mission

* Pending the approval of the planning documents or the tour of duty extension

EK 10095	Legal Officer - Legal cooperation unit	1	0	1	Dec-13
EK 10098	Forensic Doctor	0	1	1	Sep-13
EK 10101	Forensic Anthropologist/ Identification Coordinator	1	0	1	Nov-13
EK 10112	Coordination Officer	0	1	1	Sep-13
EK 10118	Senior Legal Officer	0	1	1	Sep-13
EK 10124	War Crimes Investigator	0	1	1	Sep-13
EK 10133	Interpreter/Translator (English/Serbian)	0	1	1	Sep-13
EK 10136	Analyst - Prosecutorial Operations	0	1	1	Sep-13
EK 10146	Criminal Judge at Supreme Court/Appellate Court	0	1	1	Sep-13
EK 10148	Civil Judge at Mitrovica (Basic) Court level	0	2	2	Sep-13
EK 10149	Criminal Judge at Mitrovica (Basic) Court level	0	4	4	Sep-13
EK 10150	Legal Officer at the Supreme Court /Appellate Court	1	2	3	2 in Sep, 1 in Dec-13
EK 10153	Legal Officer at Mitrovica Court Level	0	4	4	3 in Sep, 1 in Oct-13
EK 10154	Legal Officer at Mobile Unit for Basic Court level	0	2	2	Sep-13
EK 10155	Criminal Judge at Mobile Unit for Basic Court level	0	3	3	Sep-13
EK 10176	EU Office for Criminal Intelligence Analyst	0	1	1	Sep-13
EK 10179	Informant Handler	0	1	1	Sep-13
EK 10181	Intelligence Researcher/Database Input Officer	0	1	1	Sep-13
EK 10197	Customs Officer (Mobile Team)	0	2	2	Sep-13
EK 10201	Customs Monitor (IBM)	0	1	1	Dec-13
EK 10228	Investigator, Financial Investigation Unit	0	2	2	Sep-13
EK 10291	Civil Registration Database Expert	0	1	1	Sep-13
EK 10305	Correctional Mobile Monitor	0	1	1	Oct-13
EK 10366	Customs Monitor	0	1	1	Sep-13
EK 10367	Team Leader -Mobile Team (Customs)	0	1	1	Sep-13
EK 10387	Chief of Finance Unit	0	1	1	Sep-13
EK 10388	Finance and Accounting Officer	0	1	1	Sep-13
EK 10390	Procurement Officer	0	1	1	Sep-13
EK 10396	Intensive Care Unit Nurse	0	1	1	Sep-13
EK 10407	Chief HR Admin	1	0	1	Nov-13
EK 10408	Human Resources Officer (HR Administration)	1	0	1	Dec-13
EK 10409	Chief HR Training and Development	0	1	1	Sep-13
EK 10411	Weapon/Firearm Instructor	0	1	1	Sep-13
EK 10423	Fleet Management Officer	1	0	1	Sep-13
EK 10446	IT Officer (Software/Databases)	1	0	1	Sep-13

	EK 10471	Deputy Senior Mission Security Officer	0	1	1	Nov-13
	EK 10480	Close Protection Officer (SSD)	1	7	8	5 Sep, 1 Oct, 2 Nov-13
	EK 10485	Member of the Human Rights Review Panel	1	0	1	Sep-13

<u>Seconded</u>						
<i>Ref.</i>	<i>Name of the post</i>	<i>Pending*</i>	<i>Confirmed Vacancies</i>	<i>Total Vacancies</i>	<i>Available on</i>	
EK 10015	Internal Investigations Officer	0	2	2	1 in Sep, 1 in Oct-13	
EK 10039	SITCEN Police Operator	0	3	3	1 in Sep, 2 in Dec-13	
EK 10043	Political Advisor, Brussels Support Element	0	1	1	Sep-13	
EK 10056	Head of Political/Reporting Office	0	1	1	Sep-13	
EK 10102	Organised Crime Investigation Team Leader	0	1	1	Sep-13	
EK 10103	Organised Crime Investigations Officer (MTF)	1	1	2	Dec-13	
EK 10110	Chief of International Police Cooperation Unit	0	1	1	Nov-13	
EK 10111	Operations Officer of International Police Cooperation Unit	0	2	2	1 in Oct, 1 in Nov-13	
EK 10161	Assistant Deputy Head of Executive Division (Police)	0	1	1	Sep-13	
EK 10172	EU Office for Criminal Intelligence Desk Officer / Office Manager	0	1	1	Sep-13	
EK 10174	Regional Criminal Intelligence Officer	1	1	2	1 in Sep, 1 in Dec-13	
EK 10192	Gate Commander (Gate 1)	0	1	1	Dec-13	
EK 10195	Border Police Officer (Gate 1/31)	1	2	3	1 in Sep, 1 in Oct, 1 in Dec-13	
EK 10198	Border Police Officer - Mobile Team	0	6	6	Sep-13	
EK 10202	Border Police Monitor (IBM)	0	8	8	4 in Sep, 2 in Oct, 2 in Nov-13	
EK 10203	Team Leader North	0	8	8	Sep-13	
EK 10208	Head of Executive Criminal Investigations Department	0	1	1	Dec-13	
EK 10214	Organised Crime Investigation Officer	1	10	11	4 in Sep, 2 in Oct, 2 in Nov, 3 in Dec-13	
EK 10224	Investigator of the War Crimes Investigation Team	1	2	3	1 in Sep, 1 in Nov, 1 in Dec-13	
EK 10226	Surveillance Officer	0	4	4	3 in Sep, 1 in Oct-13	
EK 10227	Organised Crime Investigation Financial Investigations Team Leader	0	1	1	Sep-13	
EK 10235	Head of Special Police Department	0	1	1	Oct-13	

EK 10238	Information Management Cell Officer, SPD	0	2	2	Sep-13
EK 10246	Operation Planning Officer, Special Police Department	0	1	1	Sep-13
EK 10247	Training Officer, Special Police Department	0	1	1	Sep-13
EK 10254	Supplementary Police Unit Officer (SPU)	12	7	19	Sep-13
EK 10261	SWAT Team Leader	0	3	3	Sep-13
EK 10262	SWAT Operator	0	8	8	Sep-13
EK 10263	Marksmen Team Leader	0	1	1	Sep-13
EK 10264	Marksmen	0	2	2	Sep-13
EK 10267	Close Protection Officer (SPD)	0	1	1	Sep-13
EK 10319	Professional Standard Unit Officer	1	0	1	Dec-13
EK 10324	Advisor to Assistant Deputy Director General Investigations	0	1	1	Sep-13
EK 10327	Advisor to Directorate for Economic Crime and Corruption Investigation	0	1	1	Nov-13
EK 10329	Advisor to Department Against Organized Crime	0	1	1	Sep-13
EK 10332	Advisor to Directorate for Investigation Support	1	0	1	Sep-13
EK 10334	Regional Advisor (Regional Advisory Unit)	0	1	1	Oct-13
EK 10337	Advisor to Assistant Deputy Director General for Personnel and Training	0	1	1	Oct-13
EK 10338	Advisor to Assistant Deputy Director General for Support Services	0	1	1	Sep-13
EK 10339	Advisor (FIC/FIU)	0	1	1	Oct-13
EK 10343	Station Advisor (Mitrovica Region)	1	3	5	2 in Sep, 1 in Oct, 1 in Dec-13
EK 10355	Customs Investigations Advisor	0	1	1	Sep-13
EK 10362	Border Police Monitor (to Airport Immigration Unit)	0	1	1	Sep-13
EK 10369	Border Police Monitor - Mobile Team	0	3	3	1 in Sep, 1 in Nov, 1 in Dec-13

How to apply:	<p>For seconded candidates:</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. Only applications submitted by authorised National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex II to the following email only, and not any other addresses:</p> <p>Civilian Planning & Conduct Capability (CPCC) E-mail: cpcc-kosovoforgen@consilium.europa.eu</p> <p>For contracted candidates:</p>
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	<p>Interested candidates, who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use exclusively the online application form, posted in http://InternationalRecruitment.eulex-kosovo.eu No applications using the Annex II will be accepted. Following submission of the online application form, applicants will receive a copy of their submitted data in a pdf file together with an acknowledgement of receipt. Only one application form per candidate will be accepted</p> <p>General aspects:</p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority. No further documentation besides the standard application form is necessary.</p>
Information:	<p>Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or from the following contacts:</p> <p>For questions from national authorities:</p> <p>EULEX KOSOVO Attn. Ms. Antigone Marana Tel: +32 (0)2 584 ext. 2630 Antigone.MARANA@ext.eeas.europa.eu</p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources Tel: +381 38 78 ext. 8878, 6846, 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 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 documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Tour of Duty/Contract Period – Subject to the adoption of a Council Decision approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months. Regardless of the above, the continuation of any tour of duty/contract extending beyond 14 June 2014 (the end of the current mandate) is entirely dependent on the requirements after the end of the existing mandate.

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://webgate.ec.europa.eu/eeas/ehest/login/signup.php> or equivalent.

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

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).

¹Canada, Croatia, Norway, Switzerland, Turkey and United States of America

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) 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 EEAS 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 EEAS 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.

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.

2-2013 EULEX KOSOVO Call for Contributions

JOB DESCRIPTIONS

Head of Mission Office

Audit Unit

Title: **Senior Auditor – EK 10016**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support - Management Level**

Confirmed Vacancies: 1

The Senior Auditor reports to the Head of Mission.

1. Main tasks and responsibilities:

- To lead a small Audit Team in charge of planning and conducting financial, systems and performance audit controls;
- To develop a risk-based audit programme for validation by the Mission's management;
- To assure effective management of the audit activities;
- To plan appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- To operate in accordance with relevant provisions, in particular with internationally established professional internal auditing standards and best practices;
- To prepare high quality audit reports presenting the findings and recommendations;
- To obtain feedback from auditees on the conduct of the audit;
- To recommend corrective actions to the Mission's management and to follow up and review corrective actions taken by management;
- To provide advice and guidance to the Head of Mission and the Head of Mission Support in order to improve compliance with internal control standards;
- To establish a risk-based ex post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines;
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To ascertain the nature of a process, identify key control points and evaluate their efficiency and effectiveness;
- To identify and map risks; to design and establish risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To examine the reliability and integrity of information systems;
- To liaise with the European Commission as appropriate;
- To undertake any other related tasks as requested by the Head of Mission.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Audit, Economics, Finance or Accounting, 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 ten (10) years of relevant and proven full-time professional experience in the fields of Audit, Finance or Accounting is required.

Specification of experience

- At least six (6) years of experience as Auditor in a public administration or in an internationally recognised audit firm;
- Proven Audit management experience, in particular to develop and implement a risk-based audit programme;
- Very good sense of organisation, priority-setting and ability to react quickly to new demands;
- Capacity to lead a small team;
- Excellent analytical, research and problem-solving skills;
- Highly motivated, discreet and dynamic candidate;
- Excellent drafting skills;
- Capacity to produce audit reports with a real added value, notably in the quality of the recommendations;
- Good knowledge of EC Financial Regulation and audit practices;
- Knowledge and experience working with computerised financial systems in the area of accounting or financial management and with Audit management software.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Member of a corps or body within EU member states public institutions having attributed functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent;
- Previous experience in EU Institutions;
- Experience in setting up an internal audit capability in a big and complex organisation;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Title: **Head of Planning, Coordination and Compliance Office – EK 10044**

Grading category for contracted personnel: **Expert**

Employment Regime: **Seconded/Contracted**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Head of Planning, Coordination and Compliance Office reports to the Chief of Staff/Deputy Chief of Staff.

1. Main tasks and responsibilities

- To supervise, coordinate, and manage the Planning, Coordination and Compliance Office (PCCO);
- To contribute at the policy level and in his/her field of expertise, to the Mission's efforts on mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanisms;
- To ensure internal communication, cooperation and coordination on the programmatic approach;
- To ensure external communication, cooperation and coordination on the technical planning level with other relevant Rule of Law stakeholders in Kosovo in particular the EU Office in Kosovo with a view to avoid duplication of efforts and maximise synergies;
- To collate and analyse reports coming from the different organisational units, in particular the Divisions, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- To provide regular analysis on the Mission's progress in mandate implementation and monitor compliance of mission activities with EULEX Kosovo mandate and overall EU policies;
- To lead and coordinate the overall evaluation and reporting functions related to the Office's activities, including the MIP;
- To prepare the MIP in coordination with other relevant organisational units and monitor its implementation, including through benchmarking, analysis and evaluation;
- To advise the Divisions, including through co-location of PCCO staff on that level and through evaluation/programme officers, on the tools and means of the MIP as well as on setting the right priorities;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure a regular lessons identified and best practice process in the mission with a view to providing suggestions on improvements;
- To develop new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and monitoring mechanisms;
- To undertake any other related tasks as requested by the Chief of Staff/Deputy Chief of Staff.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Business / Public Administration, Law, Political Science or other related university studies, 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 ten (10) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Business / Public Administration, Law, Political Science or other related university studies, 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 eleven (11) years of relevant and proven full-time professional experience.

Specification of Experience

- At least five (5) years of management experience;
- Professional experience, in legal, administrative and operational aspects of Programme Management;
- Very good interpersonal and communication skills, both written and oral;
- Excellent editing and drafting skills;
- Proven experience in evaluation and compliance procedures;
- Substantial knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in an CSDP operation;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.);
- Sound understanding of and proven experience in rule of law, development and institution building;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Political Advisor/Reporting Officer – EK 10058**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Political Advisor/Reporting Officer reports to the Head of Political and Reporting Office.

1. Main tasks and responsibilities

- To contribute on the policy level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To advise, as appropriate, the Heads of Division on all political and reporting matters relating to the Mission and support them, on behalf of the Head of the Political and Reporting Office in translating relevant benchmarks and objectives of the MIP into their work, in particular in terms of political interference;
- To monitor global diplomatic and political events and trends, with a particular focus on the EU, NATO, UN, and other important international stakeholders, that may impact on the political situation in Kosovo and advise the Head of Office on strategies and plans with a view to safeguarding EULEX interests and ensuring that the overall EU policies vis-à-vis the region are being followed;
- To monitor and analyse political trends and events in the EU Member States that might have an impact on the situation in Kosovo and/or EULEX Kosovo and prepare draft strategies, policy papers and plans to ensure appropriate reaction/adaptation by the mission;
- To support the Head of Office in providing expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on fighting political interference in line with planning documents and in close coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To liaise with other stakeholders at the appropriate level inside and outside of the Mission, in particular with the EUSR/EU Office;
- To liaise with interlocutors at the local level, as appropriate;
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate and ensure compliance with its advice;
- To assist in overseeing the collating and analysing of reports coming from the different organisational units, in particular the Divisions, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- To assist in preparing relevant Mission reports to the chain of command of the Mission, including monthly and six-monthly reports as well as special reports as requested and in coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To undertake any other related tasks as requested by the Head of Political and Reporting Office.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Social Sciences Business Administration or other related university studies, 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 five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Social Sciences Business Administration or other related university studies, 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 six (6) years of relevant and proven full-time professional experience.

Specification of experience

- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Excellent editing and report writing skills;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- Ability to cope with working extra hours and in an environment with limited infrastructure.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Political Advisor/Reporting Officer (North) – EK 10059**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Political Advisor/Reporting Officer reports to the Head of Political and Reporting Office.

1. Main tasks and responsibilities

- To contribute on the policy level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To monitor global diplomatic and political events and trends, with a particular focus on the EU, NATO, UN, and other important international stakeholders, that may impact on the political situation in Kosovo and advise the Head of Office on strategies and plans with a view to safeguarding EULEX interests and ensuring that the overall EU policies vis-à-vis the region are being followed;
- To monitor and analyse political trends and events in the EU MS that might have an impact on the situation in Kosovo and/or EULEX Kosovo and prepare draft strategies, policy papers and plans to ensure appropriate reaction/adaption by the mission;
- To support the Head of Office in providing expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on fighting political interference in line with planning documents and in close coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To liaise with other stakeholders at the appropriate level inside and outside of the Mission, in particular with the EUSR/EU Office;
- To liaise with interlocutors at the local level in the North;
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate and ensure compliance with its advice;
- To assist in overseeing the collating and analysing of reports coming from the different organisational units, in particular the Divisions, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- To assist in preparing relevant Mission reports to the chain of command of the Mission, including monthly and six-monthly reports as well as special reports as requested and in coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To undertake any other related tasks as requested by the Head of Political and Reporting Office.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies, 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 five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies, 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 six (6) years of relevant and proven full-time professional experience.

Specification of experience

- Knowledge of Serbian language;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Excellent understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Excellent editing and report writing skills;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- Ability to cope to work extra hours and in an environment with limited infrastructure;
- Staff member is expected to live in the North.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian language.

<p>Title: Legislative Expert– EK 10070 Employment regime: Seconded/Contracted Grading category for contracted personnel: Expert Confirmed Vacancies: 0 Pending Vacancies: 1</p>
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The Legislative Expert reports to the Head of Human Rights and Legal Office.

1. Main tasks and responsibilities

- To contribute in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in monitoring, mentoring and advising the drafting process of the relevant local legislation;
- To serve as Mission focal points for specific legislation, responsible for coordinating Mission input as well as following the draft through the legislative process;
- To draft legislation, participate in legislative working groups on behalf of the Mission and prepare legal opinions, including on applicable international and European legal standards and EU best practices;
- To maintain contacts with Kosovo law making bodies, including judiciary in order to be aware of new developments in legislative and law implementation area;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate with relevant units and departments in the Mission, in particular the Ministry of Justice Advisory Unit;
- To coordinate, on the appropriate level, with other international stakeholders;
- To undertake any other related tasks as requested by the Head of Human Rights and Legal Office.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 ten (10) years of relevant and proven full-time professional experience.

Specification of experience

- Legal experience in a European legal system or international Organization in the field of internal affairs, police, civil registry, or justice or any other relevant related field;
- Excellent legislation drafting skills.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Experience in the area of international legal cooperation.

Title: **Press and Public Information Officer (PPI Officer) – EK 10074**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Mission Support Staff - Management level**
Confirmed vacancies: 1

The Press and Public Information Officer reports to the Head of Press and Public Information Office (PPIO).

1. Main tasks and responsibilities

- To support the Head of Office in managing the office and to deputise for the Head of Office in the latter's absence;
- To be the focal point for press and public information work and strategic communication in the North of Kosovo and be the direct supervisor of the office staff working in this area;
- To be responsible for analysing the public image and to create and promote media campaigns in support of a transparent public image of EULEX Kosovo;
- To assist in drafting press releases and to act as EULEX Kosovo spokesperson when required;
- To undertake any other related tasks as requested by the Head of Office.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related university studies, 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 seven (7) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related university studies, 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 eight (8) years of relevant and proven full-time professional experience.

Specification of experience

- Excellent analytical abilities and drafting skills in English.
- At least seven (7) years of experience related to media and/or public information;
- Strategic communication skills;
- Proven track-record of managerial experience.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Good knowledge of Serbian language.

Title: **Interpreter/Translator (English/Serbian) – EK 10090**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Assistant level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The International Interpreter/Translator reports to the International Team Leader.

1. Main tasks and responsibilities:

- To serve as official verbatim interpreter for EULEX Judges and/or EULEX Prosecutors by providing simultaneous and consecutive interpretation from Serbian into English and vice versa during various court proceedings;
- To serve as official verbatim interpreter for EULEX Prosecutors by providing simultaneous and consecutive interpretation from Serbian into English and vice versa during the various stages of the criminal investigative process;
- To provide high quality translation from Serbian into English and vice versa of documents and written materials in all stages of court and pre-trial proceedings and/or criminal investigations as required by EULEX Judges and/or EULEX Prosecutors;
- To undertake any other related tasks as requested by the Team leader.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and, a minimum of seven (7) years of relevant and proven full-time professional experience.

Specification of experience

- A minimum of seven (7) years of experience in interpretation and translation from English to Serbian and vice versa;
- A minimum of five (5) years of interpretation and translation experience working with legal terminology.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.

Executive Division

Office of the Head of Executive Division

Title: **Court Recorder – EK 10091**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Assistant level**

Confirmed vacancies: 1 Pending vacancies: 0

The Court recorder reports to the International Team Leader.

1. Main tasks and responsibilities:

- To ensure the smooth operation of the court by preparing a template for the court minutes, familiarizing oneself before the trial/hearing with the court documents including the indictment, making notes of names and spellings of the accused, witnesses, lawyers, towns and places noted in the court documentation;
- To type verbatim minutes during the trial/hearing, in English;
- To correct and edit the minutes after the trial/hearing, adding the changes of the Presiding judge once he/she has read same;
- To print a final version of the minutes in English and ensure that the Presiding judge has signed the final version of the minutes;
- To distribute the final English version of the minutes to the translators and Legal Officers;
- To prepare a translated final version of the minutes and forward to the defence lawyers on the case;
- To undertake any other related tasks as requested by the Team leader.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and, a minimum of three (3) years of relevant and proven full-time professional experience.

Specification of experience

- Experience in court recording.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.

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Executive Division

Deputy Head of Executive Division (Chief EULEX Prosecutor) Mobile Team/SPRK/Task Force Mitrovica

Title: **Prosecutor – EK 10092**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 7 Pending vacancies: 1

The Prosecutor reports to the Deputy Head of Executive Division (Chief EULEX Prosecutor).

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to the investigation and prosecution of cases falling within the Mission's executive mandate at SPRK level and Basic Court level throughout Kosovo;
- To build local capacities in his/her field of expertise through the cooperation with local counterparts through monitoring, mentoring and advising the local prosecutors, especially in mixed teams, on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including regular peer discussions with regard to all aspects of prosecutorial functions;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To contribute to the Assembly of EULEX Prosecutors' efforts to draw conclusions on institutional and structural weaknesses from their practical experience;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX Prosecutor).

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience as full-time prosecutor acting in criminal cases;
- Readiness to travel;
- Flexibility and ability to work in a team;
- Very good interpersonal and communication skills, both written and oral.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances.

Executive Division

Deputy Head of Executive Division (Chief EULEX Prosecutor)/Mobile Team/SPRK/Task Force Mitrovica

Title: **Legal Officer – EK 10093**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Management level**

Confirmed vacancies: 6 Pending vacancies: 0

The Legal Officer reports through the respective Chain of Command to the Deputy Head of Executive Division (Chief EULEX Prosecutor).

1. Main tasks and responsibilities:

- To assist the EULEX Prosecutors in pre-trial, trial or appellate proceedings;
- To conduct legal research using multiple research sources and provide advice on the applicable law, international human rights principles and humanitarian law concerning cases of serious crimes;
- To assist the EULEX Prosecutor and Police with pre-trial analysis, legal assessment and organization of evidence, including investigation documents such as medical, forensic, police, military, and investigation reports and witness statements;
- To prepare or assist in the preparation of legal submissions (including indictments, briefs, motions/responses/replies, correspondence, memoranda etc) in the course of investigations and prosecutions;
- To liaise on behalf of the EULEX Prosecutor with the Police, Investigators, Registry, Judges, their Legal Officers and assist in fulfilling the Office of the Prosecutor's pre-trial obligations towards the Defence;
- To prepare or assist the EULEX Prosecutor in strategies to maximize the efficacy and economy of the presentation of evidence;
- To coordinate and supervise other support staff members, such as administrative assistants and interpreters/translators;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX Prosecutor).

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, 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 six (6) years of relevant and proven full-time professional experience.

Specification of experience

- At least three (3) years of professional experience in the field of criminal law.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

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Advantageous

- To have successfully passed the Bar Exam;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Legal Officer – Legal Cooperation Unit – EK 10095**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert level**
Confirmed Vacancies: 0 Pending Vacancies: 1

The Legal Officer – Legal Cooperation Unit reports to the Deputy Head of Executive Division (Chief EULEX Prosecutor).

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive work in relation to criminal and civil issues;
- To support the Mission's executive work by conducting mutual legal assistance to and from Kosovo;
- To support EULEX prosecutors and judges dealing with international legal assistance;
- To coordinate closely with the Advisory Unit on Judicial Matters in relation to the latter's MMA activities in the Ministry of Justice on mutual legal assistance;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Chief EULEX Prosecutor).

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- Extensive experience in a legal and judicial function in an international organisation;
- Professional experience in international legal cooperation in particular in the field of criminal law;
- Experience in the analysis on legislation and draft legislation in civil and criminal matters.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Forensic Doctor – EK 10098**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1 Pending vacancies: 0

The Forensic Doctor reports to Co-Head of Department of Forensic Medicine.

1. Main tasks and responsibilities:

- To mentor and train on the job local forensic doctors with medico-legal investigations of death and clinical forensic examinations as required by the Kosovo judicial system. Ensure that services provided by local forensic medicine staff are up to European standards;
- To mentor and train on the job the work of the local medical death investigators and the local forensic nurses;
- To perform medico-legal investigations of death and clinical forensics whenever required (sensitive cases, cases under International Prosecutors, ICTY cases);
- To give expert medical advice where pertinent to forensic investigation;
- To give evidence in court on findings of the autopsies and other examinations;
- To intervene when necessary;
- To advise the Co-Head of Department of Forensic Medicine on relevant issues;
- To give expert testimony evidence in court;
- To undertake any other related tasks as requested by the Co-Head of Department of Forensic Medicine.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Medic, specialisation in Forensic Medicine, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- Extensive hands-on experience and knowledge of death investigations, including autopsy and other forensic examinations.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Very good interpersonal and communication skills, both written and oral (in English);
- Ability to perform under stress and in difficult circumstances;
- Experience of teaching / training others in forensic and medical subjects;
- Ability to explain complex scientific concepts to a wide audience;
- Driving license of Category C;

Title: **Forensic Anthropologist/Identification Coordinator – EK 10101**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Forensic Anthropologist/Identification Coordinator reports to Co-Head of the Department of Forensic Medicine.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate in the field of forensics, focusing on missing persons and exhumations;
- To conduct forensic anthropological analysis, including the analyses of complex cases of commingled remains;
- To assist in the field, whenever exhumations are conducted;
- To conduct detailed analyses related to DNA and anthropological procedures related to identification work;
- To manage and process of all documentation pertaining to samples sent for DNA testing as well as results received;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Co-Head of the Department of Forensic Medicine.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Forensic Anthropology or Physical Anthropology, 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 five (5) years of relevant and proven full-time professional experience in Forensic.

Specification of experience

- Proven experience of exhumation processes;
- Determination of MNI and skeletal re-association;
- Considerable knowledge of mechanical forces on bone, blunt, sharp, GSW (including terminal ballistics) and combined peri-mortem trauma, bone-healing processes and osteopathological processes leading to a determination of probable cause of death and presumptive or positive identification.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Very good interpersonal and communication skills, both written and oral in English;
- General knowledge of other forensic science fields, such as ballistics, death scene investigation and data-base management, etc.;
- Working knowledge of Civil society groups and NGO dynamics;
- Ability to perform under stress and in difficult circumstances;
- Proven knowledge of current developments in forensic science.

Title: **Coordination Officer to Head of SPRK – EK 10112**

Employment Regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Management level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Coordination Officer reports to the Head of SPRK.

1. Main tasks and responsibilities

- To coordinate activities as directed by the Head of SPRK (HoSPRK) in operationalizing the Mission's mandate and tasks as set out in the planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To organise and coordinate the implementation of the work plan of the office to ensure a smooth running of the SPRK, including by following up on taskings independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To ensure the prosecutorial coverage of cases and tasks by coordinating case management and workload amongst everyone;
- To identify and assign the right resources to prosecutorial teams;
- To manage local staff;
- To follow up on daily and weekly updates on investigations and prosecutions;
- To advise SPRK staff on all aspects of the aims and objectives of the the planning documents, CONOPS, OPLAN, and the Mission Implementation Plan (MIP) in coordination with the the Planning, Coordination and Compliance Office (PCCO) and other relevant organizational units;
- To liaise and coordinate with Mission management and other parts of the Mission such as judges, OCoS, as well as CPCC and external international or local organisations and stakeholders as needed;
- To monitor the progress of requests and ensure the HoSPRK is fully informed in a timely manner;
- To provide accurate and timely written reports as requested by the HoSPRK, as well as processing and performing quality control of incoming reports;
- To attend internal and external meetings as directed by the HoSPRK;
- To undertake any other related tasks as requested by the HoSPRK.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Policing, Business Administration, Public Administration, 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 eight (8) years of relevant and proven full-time experience;

OR

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Policing, Business Administration, Public Administration, 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 nine (9) years of relevant and proven full-time experience;

Specification of experience

- At least three (3) years of experience in a similar supporting / coordinating role with senior management level;
- An understanding of the basics of investigations and prosecution.

Personnel Security Clearance

- To be in possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;

- Ability to perform under stress and in difficult circumstances;

Executive Division

Special Investigative Task Force

Title: **Senior Legal Officer – EK 10118**

Grading category for contracted personnel: **Mission Support Staff - Management level**

Employment regime: **Seconded/Contracted**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Senior Legal officer reports to the Lead Prosecutor.

1. Main tasks and responsibilities

- To supervise the work of the Legal Support Section of SITF including other legal officers and analysts (prosecutorial operations) under the overall direction and supervision of the Lead Prosecutor;
- To supervise and coordinate the provision of assistance and advice on applicable law to SITF Prosecutors;
- To supervise, direct and carry out quality control in the preparation of legal submissions, including indictment, briefs, motions/responses/replies, and communications with other parties in the proceedings in the course of investigations and prosecutions;
- To assist SITF Prosecutors in fulfilling pre-trial and trial obligations towards the other parties in the proceedings including first level pre-disclosure review of evidence;
- To assist SITF Prosecutors as a legal officer/investigator under the supervision of a prosecutor in pre-trial, trial or appellate proceedings;
- To conduct witness interviews and proof witnesses prior to trial;
- To prepare or assist prosecutors in strategies to maximize the efficacy and economy of the presentation of evidence;
- To coordinate with other court officials on confidential information / legal filing tasks;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Lead Prosecutor.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 nine (9) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, 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 ten (10) years of relevant and proven full-time professional experience.

Specification of Experience

- At least two (2) years of supervisory experience over other lawyers including in the review of draft legal documents and legal filings, and in coaching, mentoring and otherwise developing legal drafting skills.
- At least nine (9) years of professional experience in criminal law either as a lawyer, prosecutor or judge, legal officer/ jurist at a prosecution office or court, defence attorney, injured party legal representative or legal officer at an international tribunal or hybrid international court;
- At least five (5) years of progressively responsible professional experience in the field of criminal Law with an international / hybrid international court or tribunal.
- Extensive experience in drafting court submissions in international criminal cases and excellent legal drafting skills.

Personnel Security Clearance

- To be in a possession of Personal Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Substantial experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, or an international tribunal or hybrid international court;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Ability to perform under stress and in difficult circumstances.

Executive Division

Special Investigative Task Force

Title: **War Crimes Investigator – EK 10124**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Management level**

Confirmed vacancies: 1 Pending vacancies: 0

The War Crimes Investigator reports to Investigation Team Leader.

1. Main tasks and responsibilities:

- To maintain investigations as tasked, to undertake substantive investigation measures, and to consolidate data;
- To examine all material, prepare, plan, develop, and coordinate activities relevant to investigations, interviewing of victims and witnesses and the arrest of alleged perpetrators and the gathering of evidence, in consultation with the Special Investigative Task Force prosecutors. When required attend crimes scenes and exhumation sites;
- To prepare official reports and Prosecution Investigation Files;
- To participate in the development, implementation and evaluation of casework as necessary; monitor and analyse the development and implementation of the agreed program outputs; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions.
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents;
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Investigation Team Leader (Special Investigative Task Force).

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, or other related university studies, 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 three (3) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, or other related university studies, 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 four (4) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police / Military Academy and at least four (4) years of relevant and proven full-time professional experience.

Specification of experience

- At least four (4) years of progressively responsible professional experience in the Police/Military, in particular with regard to international criminal investigation;
- Experience in war crimes, organized crime, and or other complex criminal investigations, including knowledge of crime scene management and the gathering, handling and retention of evidence and exhibits;
- Be familiar with victim support issues as they relate specifically to serious criminal acts, crimes against humanity, violations of human rights, victim testimony, witness protection programs and counselling resources;
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.

Personnel Security Clearance

- To be in a possession of Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

Executive Division

Special Investigative Task Force

Title: **Interpreter/Translator (English/Serbian) – EK 10133**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Assistant level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Interpreter/Translator (English/Serbian) reports to the Lead Prosecutor.

1. Main tasks and responsibilities

- To provide high quality translation from Serbian into English and vice versa of documents and written materials in all stages of the investigations and of the proceedings as required by the Lead Prosecutor of the Special Investigative Task Force;
- To serve as official verbatim interpreter for the Special Investigative Task Force by providing simultaneous and consecutive interpretation from Serbian into English and vice versa during all stages of the investigations and of the proceedings;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Lead Prosecutor.

2. Qualifications and experience

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and a minimum of nine (9) years of relevant and proven full-time professional experience.

Specification of experience

- Proficiency in English and Serbian;
- Minimum of five (5) years of experience with the use of the Serbian language in Serbian-speaking areas;
- Knowledge of legal terminology including criminal and/or civil law.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Serbia and Kosovo;
- Ability to work effectively in a team environment;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

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Title: **Analyst – Prosecutorial Operations – EK 10136**

Employment regime: **Seconded/Contracted**

Grading category for Contracted personnel: **Mission Support Staff - Management level**

Confirmed vacancies: 1 Pending vacancies: 0

The Analyst – Prosecutorial Operations reports to the Lead Prosecutor.

1. Main tasks and responsibilities:

- To participate in the preparation of evidence for indictment filing and potential trial proceedings including disclosure review;
- To assist in the interviews of suspects, witnesses or victims;
- To carry out the analysis of factual findings in judgments and evidential gap analysis;
- To collect evidence, ensuring that the necessary evidentiary chains are established and maintained;
- To provide analytical support to prosecutors, investigators and legal officers of the Special Investigative Task Force (SITF);
- To participate in field activities;
- To produce analysis reports as required;
- To collect, collate and synthesize multi-sourced data, information and evidence;
- To participate in the acquisition and analysis of general intelligence and evidence;
- To work as part of a multi-disciplinary investigative team;
- To collect, develop and exploit leads;
- To provide advice on the relevant paramilitary background in the context of political, administrative and security aspects of the conflict in the former Yugoslavia with special reference to mandate of the SITF;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Lead Prosecutor.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Police Science, Intelligence, Criminology, Social Sciences, Mathematics or other related university studies, 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 five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Police Science, Intelligence, Criminology, Social Sciences, Mathematics or other related university studies, 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 six (6) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police / Military Academy and at least six (6) years of relevant and proven full-time professional experience.

Specification of experience

- At least six (6) years of progressively responsible professional experience in the Police/Military, in particular with regard to international criminal investigation;
- Extensive and progressive professional experience in intelligence issues and/or complex data, and in the preparation of all types of evidence for submission at trial;
- Ability to acquire useful information from a variety of sources and excellent writing skills for drafting accurate reports;
- Demonstrated ability to edit and critically assess expert and analytical reports;
- Excellent working knowledge of analysis and document management software and tools;
- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Substantial experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- 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 organizations;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Criminal Judge at the Supreme Court/Appellate Court – EK 10146**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 1 Pending vacancies: 0

The Criminal Judge at the Supreme Court/Appellate Court reports to the President of the Assembly of EULEX Judges.

1. Main tasks and responsibilities:

- To sit - primarily in mixed panels with Kosovar judges - in criminal cases which fall under the competency of the criminal chamber or the Supreme Court/Appellate Court (appeals against judgements, interlocutory appeals, protection of legality claims);
- To monitor and mentor the professional performance of Kosovo Supreme Court/Appellate Court judges through joint work;
- To hold regular peer discussions with regard to all aspects of judicial functions;
- To undertake any other related tasks as requested by the President of the Assembly.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 ten (10) years of relevant and proven full-time professional experience.

Specification of experience

- At least ten (10) years of professional experience as judge, preferably also in higher/appeals courts.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Civil Judge at Mitrovica Basic Court – EK 10148**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 2 Pending vacancies: 0

The Civil Judge at the Mitrovica Basic Court reports to the President of the Assembly of the EULEX Judges.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at Mitrovica Basic Court;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Mitrovica Basic Court;
- To build local capacities through the work in mixed teams with local counterparts and through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To contribute to the Assembly's efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams;
- To undertake any other related tasks as requested by the President of the Assembly of the EULEX Judges.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience as full-time judge in civil/criminal trials;
- Staff member is expected to live in the North.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Experience as a judge in the administration and resolution of mass claims processes and/or property restitution; Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Criminal Judge at Mitrovica Basic Court – EK 10149**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 4

The Criminal Judge at the Mitrovica Basic Court reports to the President of the Assembly of the EULEX Judges.

3. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at Mitrovica Basic Court;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Mitrovica Basic Court;
- To build local capacities through the work in mixed teams with local counterparts and through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions;
- To contribute to the Assembly's efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams;
- To undertake any other related tasks as requested by the President of the Assembly of the EULEX Judges.

4. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience as full-time judge in criminal/civil trials;
- Staff member is expected to live in the North.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Executive Division

Supreme Court/Appellate Court

Title: **Legal Officer at the Supreme Court/Appellate Court – EK 10150**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed vacancies: 2 Pending vacancies: 1

The Legal Officer at the Supreme Court/Appellate Court reports to the EULEX Supreme Court/Appellate Court Judges.

1. Main tasks and responsibilities:

- To support EULEX Judges in their contribution to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Supreme Court/Appellate Court;
- To support EULEX Judges assigned to the Supreme Court/Appellate Court of Kosovo in legal remedy proceedings in criminal and/or civil cases;
- To analyse criminal and/or civil cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law to EULEX Judges, based on thorough legal research;
- To draft and process court documents, decisions, responses to motions and complaints, orders, summons, correspondence, memoranda, reports and other documents as required;
- To prepare Supreme Court/Appellate Court sessions and hearings in criminal procedures, organize court recorders and interpreters, attend Supreme Court sessions and hearings, participate in deliberations;
- To handle original court files, ensure that case files are well-organized and multilingual at all times;
- To liaise with different legal units and institutions, such as the Office of the Public Prosecutor, Detention Centres and Prisons, Police Operations, Escort Units, Penal Management, Kosovo Property Agency etc., contact point for parties;
- To undertake any other related tasks as requested by the EULEX Supreme Court/Appellate Court Judges.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 four (4) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least four (4) years of professional experience in criminal or civil Law;
- Experience in drafting decisions in criminal or civil proceedings.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

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Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of property and housing Law;
- Experience with mass claims processes or property restitution;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with international organisations and in an international court.

Title: **Legal Officer Mitrovica Court Level – EK 10153**

Employment regime: **Seconded / Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed vacancies: 4 Pending vacancies: 0

The Legal Officer Mitrovica Court Level reports to EULEX Judges at the Mitrovica Court Level.

1. Main tasks and responsibilities:

- To support EULEX Judges in their contribution to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Mitrovica Court Level;
- To support EULEX Judges assigned at the Mitrovica Court Level in pre-trial, trial or appeal proceedings;
- To analyse complex cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law concerning cases of serious crimes or civil law cases to EULEX Judges, based on thorough legal research;
- To assist the EULEX Judges with legal assessment and evaluation of evidence, review, analyse and advise on all court and investigation documents;
- To prepare or assist with the preparation of legal submissions, including legal opinions, briefs, memoranda, decisions, orders, verdicts and other legal documents, and if working with EULEX Judges in Criminal Law, to also assist with the preparation of summons, arrest warrants, motions, and responses to motions;
- To participate, advise and assist the EULEX Judges in hearings, trials and processing of evidence and documents submitted during the trial;
- To coordinate and supervise other court support staff members, such as administrative assistants, court recorder and interpreters/translators;
- To liaise on behalf of the EULEX Judge with (a) the Police, Prosecutors, their Legal Officers, Registry and Defence (Criminal Law) or (b) the Parties and Registry (Civil Law);
- To undertake any other related tasks as requested by the EULEX Judges at the Mitrovica Court Level.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 four (4) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least four (4) years of professional experience in the field of criminal and/or civil Law;
- Experience in the field of drafting decisions in criminal and/or civil cases;
- Staff member is expected to live in the North.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with international organisations and in an international court;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

Title: **Legal Officer at Mobile Unit for Basic Court Level – EK 10154**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed vacancies: 2 Pending vacancies: 0

The Legal Officer at Mobile Unit for Basic Court Level reports to EULEX Judges at the Mobile Unit for Basic Court Level.

1. Main tasks and responsibilities:

- To support EULEX Judges in their contribution to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Mobile Unit for Basic Court Level;
- To support EULEX Judges assigned at the Mobile Unit for Basic Court Level in pre-trial, trial or appeal proceedings;
- To analyse complex cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law concerning cases of serious crimes or civil law cases to EULEX Judges, based on thorough legal research;
- To assist the EULEX Judges with legal assessment and evaluation of evidence, review, analyse and advise on all court and investigation documents;
- To prepare or assist with the preparation of legal submissions, including legal opinions, briefs, memoranda, decisions, orders, verdicts and other legal documents, and if working with EULEX Judges in Criminal Law, to also assist with the preparation of summons, arrest warrants, motions, and responses to motions;
- To participate, advise and assist the EULEX Judges in hearings, trials and processing of evidence and documents submitted during the trial;
- To coordinate and supervise other court support staff members, such as administrative assistants, court recorder and interpreters/translators;
- To liaise on behalf of the EULEX Judge with (a) the Police, Prosecutors, their Legal Officers, Registry and Defence (Criminal Law) or (b) the Parties and Registry (Civil Law);
- To undertake any other related tasks as requested by the EULEX Judges at the Mobile Unit for Basic Court Level.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 four (4) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least four (4) years of professional experience in the field of criminal and/or civil Law;
- Experience in the field of drafting decisions in criminal and/or civil cases.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with international organisations and in an international court;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

Title: **Criminal Judge at Mobile Unit for Basic Court level – EK 10155**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed vacancies: 3 Pending vacancies: 0

The Criminal Judge at Mobile Unit for Basic Court reports to the President of the Assembly of the EULEX Judges.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at Basic Court level throughout Kosovo;
- To sit – primarily in mixed panels – in the adjudication of cases which fall under the competences of the Basic Courts;
- To build local capacities through mentoring the local judges on an individual basis in the form of peer-to-peer cooperation by exchanging views and sharing best practices, including through regular peer discussions with regard to all aspects of judicial functions through the work in mixed teams with local counterparts;
- To contribute to the Assembly's efforts to draw conclusions on institutional and structural weaknesses from their practical experience of working in mixed teams;
- To undertake any other related tasks as requested by the President of the Assembly of the EULEX Judges.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience as full-time judge in criminal/civil trials;
- Readiness to travel.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Title: **EU Office for Criminal Intelligence Analyst – EK 10176**

Employment regime: **Seconded/ Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed vacancies: 1 Pending vacancies: 0

The EUOCI Analyst reports to Chief EU Office for Criminal Intelligence Analyst.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To collate, analyse and develop intelligence from a variety of sources relating to Organised Criminal Groups impacting Kosovo. To establish links between criminals and their activities, identify Organised Criminal Networks, their modus operandi as well as weaknesses that can be exploited by law enforcement;
- To conduct telephone and financial data analysis as necessary;
- To maintain an overview of individual operations and give direction for on-going intelligence collection through the development of Intelligence Collection Plans and the tasking of Intelligence Officers;
- To present results of analysis in the most appropriate format giving recommendations for action – in particular through the production of target packages for dissemination to operational law enforcement teams;
- To produce as necessary, strategic assessments intended to give an overview of Organised Criminality within Kosovo and to inform policy level decision-making processes;
- To assist in the development of best practices for the handling and use of intelligence both within the unit and with stakeholders;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks requested by the Chief EU Office for Criminal Intelligence Analyst.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law Intelligence, Criminology, Social sciences, Mathematics or other related university studies, 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 seven (7) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Intelligence, Criminology, Social sciences, Mathematics or other related university studies, 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 eight (8) years of relevant and proven full-time professional experience;

OR

- Equivalent Police education and at least eight (8) years of relevant and proven full-time Police experience.

Specification of experience

- Extensive and progressive professional experience in intelligence issues and/or complex data;
- 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);

- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous:

- 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;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Informant Handler – EK 10179**

Employment regime: **Seconded/ Contracted**

Grading category for contracted personnel: **Mission Support Staff – Assistant level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Informant Handler reports to Head of EU Office for Criminal Intelligence.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area the Mission's executive mandate;
- To identify, recruit and manage informants (Covert Human Intelligence Source) who can provide information relating to Serious and Organised Crime;
- To liaise with other Units within the Mission and agencies in order to gather information;
- To liaise with other Mission Units, other Law Enforcement Agencies and police agencies, and other organisations including KFOR;
- To liaise with International Law Enforcement Authorities 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 the applicable laws of Kosovo/EULEX, 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 undertake any other related tasks as requested by the Head of EUOCI.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training or training in a similar / relevant field, with a minimum of eight (8) years of relevant and proven full-time police experience or experience in a similar / relevant field.

Specification of experience

- Extensive and progressive professional experience in Intelligence and Criminal Investigation fields;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous:

- Good understanding of the political, cultural, historical and security situation of the Balkans region, in particular Kosovo and neighbouring countries;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian language.

Executive Division

EU Office for Criminal Intelligence / Analytical and Technical Office

Title: **Intelligence Researcher/Database Input Officer – EK 10181**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Assistant level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Intelligence researcher/Database Input Officer reports to the EUOCI Desk Officer/Office Manager.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area the Mission's executive mandate;
- To work with the Desk Office Team in the Intelligence Unit and provide research assistance to the analysts and intelligence officers as well as introducing data material into the intelligence database;
- To research open and internal sources of information and all relevant databases and records;
- To liaise closely with intelligence officers within the Unit and other police officers and departments to encourage the free flow of information;
- To follow Intelligence Unit policy regarding security of information;
- To disseminate current information that may be of operational assistance;
- To undertake any other related tasks as requested by the EUOCI Desk Officer/ Office Manager.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

Specification of experience

- Extensive and progressive professional experience in intelligence issues and/or complex data;
- 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).

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous:

- 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;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

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Title: **Customs Officer / Mobile Team – EK 10197**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Assistant Level**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Customs Officer / Mobile Team reports to Team Leader / Mobile Team.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), by executing customs control at the border/boundary Gates at Gate 1 and Gate 31 (import, export and transit control) on a 24/7 basis;
- To maintain customs control operations whilst facilitating the flow of trade;
- To undertake basic anti-smuggling controls on trains, vehicles and persons;
- To conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To participate in customs operational responses to combat the threat from smuggling, organized crime and corruption;
- To assist in conducting intelligence and investigation casework and activity;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Team Leader / Mobile Team.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by relevant vocational training, with a minimum of five (5) years of relevant and proven full-time professional experience in customs administration or related field.

Specification of experience

- Minimum of five (5) years of experience in a customs service, having working knowledge's within some or all of the following areas: accounting procedures, customs procedures, verification, cargo examination and anti-smuggling control;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Intelligence and/or investigation experience from Customs;
- Knowledge of EU Customs Revenue related regulations;
- Knowledge of Serbian language;
- Ability to perform under stress and in difficult circumstance;
- Driving license of Category C;
- EU Civilian Crisis Management Course or CSDP mission experience.

Title: **Customs Monitor – EK 10201**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Assistant Level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Customs Monitor reports to the Team Leader/IBM Team.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) of customs work at the IBM crossing points (CP) (import, export and transit control) on a 24/7 basis;
- To maintain customs control operations whilst facilitating the flow of trade;
- To undertake basic anti-smuggling controls on trains, vehicles and persons;
- Conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To participate in customs operational responses to combat the threat from smuggling, organized crime and corruption;
- To assist in conducting intelligence and investigation casework and activity;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Team Leader.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by relevant vocational training, with a minimum of five (5) years of relevant and proven full-time professional experience in customs administration or related field.

Specification of experience

- Minimum of five (5) years of experience in a customs service, having working knowledge's within some or all of the following areas; accounting procedures, customs procedures, verification, cargo examination and anti-smuggling control;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Intelligence and/or investigation experience from Customs;
- Knowledge of EU Customs Revenue related regulations;
- Knowledge of Serbian language;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- EU Civilian Crisis Management Course or CSDP mission experience.

Title: **Investigator, Financial Investigations– EK 10228**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Investigator reports to Financial Investigations Team Leader.

1. Main tasks and responsibilities

- To maintain investigations as tasked, on mission and regional thematic issues in relation to the work of the OCIU/Financial Investigations (OCIU/FI's); undertake substantive investigation measures, investigation information and consolidate data;
- To investigate and report on relevant international and local institutions, including governmental bodies and structures, and other publicly-owned and socially-owned enterprises and any commercial and non-commercial organisations deriving all or part of their funding from the Kosovo Consolidated Budget; To monitor, analyse and prepare written outputs on political, economic and social issues and developments affecting the economic sector in Kosovo that may impact on the functions and responsibilities of the OCIU/FI's ;
- To ensure pro-activeness in the coordination of all information received from the research officer and other institutions. To ensure investigation compliance with the national legislation and international financial procedures and obtain operational and background documents;
- To assist the Financial Investigations TL in the coordinating of activities relevant to investigations and the preparation of official reports;
- To participate in the development, implementation and evaluation of casework as necessary, etc; monitor and analyse the development and implementation of the agreed programme outputs; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions;
- To provide administrative support to the Financial Investigations TL, on all operational matters;
- To ensure the appropriate handling of routine, sensitive and investigations documentation; ensure appropriate distribution of documents; monitor status of correspondence requiring action or follow-up;
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines;
- To undertake any other related tasks as requested by the Financial Investigations Team Leader.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Business, Economics, Finance, Law Enforcement, Law, Police Science or other related university studies, 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 four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Business, Economics / Finance, Law Enforcement, Law, Police Science, or other related university studies, 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 five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

Specification of experience

- Substantial knowledge and exposure to, and familiarity with, public administrative standards and norms;
- Knowledge of policies and practices within public sector expenditure programmes, especially related to Kosovo;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Title: **Civil Registration Database Expert – EK 10291**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Civil Registration Database Expert reports to the Chief Advisory Unit on Internal Matters.

1. Main tasks and responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) of civil registries;
- To assist and mentor the planning, designing, programming and implementation of databases in different departments and agencies within MoIA;
- To assist and mentor in development of detailed database/software specifications, functional specifications and user documentation for different departments and agencies within MoIA;
- To assist and mentor on planning, designing, and development of MoIA software applications; web-based or desktop;
- To assist and mentor the use, maintenance and improvements of the IT applications and databases;
- To assist and mentor on hardware development and on IT security for departments and agencies within MoIA;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief of Advisory Unit on Internal Matters.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Information and Communications Technology or other related university studies, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- DBA related certification from Oracle/Microsoft;
- At least five (5) years of proven progressively responsible experience in software/database development, design, management and implementation of complex database systems and software applications;
- Advanced knowledge in administering databases (Oracle and /or SQL Server);
- Experienced in using different operating systems, Unix, Linux, Windows;
- Practical experience in the integration of applications such as document management systems;
- Very good interpersonal and communication skills, both written and oral;
- Strong and effective presentation skills.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Experience in a Ministry of Internal Affairs (preferably in a supervisory role);
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Strengthening Division

Correctional Unit

Title: **Correctional Mobile Monitor – EK 10305**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support - Assistant level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Correctional Mobile Monitor reports to the Chief Correctional Unit.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) Kosovo Correctional Services (KCS) as part of a Mobile Team covering all of Kosovo; To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses of local counterparts;
- 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 advise and mentor local counterparts, as required, in a structured manner in line with the Mission's planning documents; in particular, to advise KCS officers in matters regarding internal/external security, daily operations and management; to advise on the treatment of prisoners to comply with European Best Practices and Human Rights standards; etc.;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local institutions with EULEX advice given at HQ level;
- To report without delay to Chief Correctional Unit, including recommendations on how to address the situation, in case of non-compliance;
- To collect and collate "on the spot" performance statistics that relate to Kosovo's correctional services system, as part of the Mission's benchmarking processes covering all of Kosovo;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To undertake any other related tasks as requested by the Chief Correctional Unit.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education with relevant professional training and a minimum of five (5) years of relevant and proven full-time professional experience in Correctional Services.

Specification of experience

- Very good interpersonal and communication skills, both written and oral;
- Strong team player with drive and the ability for innovative thinking and problem-solving;
- Readiness to travel.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

<p>Title: Customs Monitor / Airport Team – EK 10366 Employment regime: Seconded/Contracted Grading category for contracted personnel: Mission Support - Assistant Level Confirmed Vacancies: 1 Pending Vacancies: 0</p>
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The Customs Monitor reports to Airport Team Leader.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) of customs work at Pristina International Airport and Customs Terminal and on a 24/7 basis, in particular in relation to assessing compliance of local institutions with advice given on the strategic level;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To collect and collate "on the spot" performance statistics that relate to Kosovo's border system, as part of the Mission's benchmarking processes covering all of Kosovo, in particular in the observance of customs legislation and in terms of managerial skills assessments;
- To report without delay to the Team Leader including recommendations on how to address the situation in case of non-compliance;
- To support the operations at the Gates if needed;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other tasks requested by the Team Leader.

2 Qualifications and experience:

Essential:

- Level of secondary education attested by a diploma giving access to post-secondary education, with a minimum of ten (10) years of relevant and proven full-time professional experience;
- OR
- Equivalent education in Police Academy and, at least ten (10) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience in a Customs service, having working knowledge's within some or all of the following areas; accounting procedures, customs procedures, verification, cargo examination and anti-smuggling control;
- Knowledge of EU Customs Revenue related regulations;
- Very good interpersonal and communication skills, both written and oral.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Intelligence and/or investigation experience from Customs;
- Knowledge of Albanian or Serbian language;
- Ability to perform under stress and in difficult circumstances;
- EU Civilian Crisis Management Course or CSDP mission experience.

Title: **Team Leader - Mobile Team – EK 10367**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Mission Support - Assistant Level**
Confirmed Vacancies: 1 Pending Vacancies: 0

The Team Leader - Mobile Team reports to the Head of the Border Management Department.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) of border police and customs work;
- To manage, prioritize and direct the work of the customs and border police monitors 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, in particular in relation to assessing compliance of local institutions with advice given on the strategic level;
- To ensure the conduct of specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To ensure the collecting and collating "on the spot" performance statistics that relate to Kosovo's border system, as part of the Mission's benchmarking processes covering all of Kosovo;
- To ensure compliance with instructions by the Mission management within the mobile team and to issue clear instructions on the operational level to the mobile team;
- To ensure reporting without delay to the Head of Department including recommendations on how to address the situation in case of non-compliance;
- To coordinate, at the operational level, with other units and departments as appropriate in advising Kosovo Customs and Kosovo Border Police on the management of borders including the control on persons, vehicles and goods entering and exiting Kosovo;
- To assist in and strengthen the implementation of best practices related to the EU Customs Blueprints, Schengen Catalogue and EU Guidelines for Integrated Border Management (IBM) in line with the Mission mandate and priorities;
- To liaise, as appropriate and on the appropriate level, with other law enforcement agencies, KFOR and other relevant Organizations;
- To assist in the coordination of integrated border management, intelligence and investigation activities with other law enforcement agencies in Kosovo in line with the planning documents;
- To support the operations at the Gates if needed;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other tasks requested by the Head of Border Management Department.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by relevant vocational training, with a minimum of ten (10) years of relevant and proven full-time professional experience in customs administration or related field;

OR

- Equivalent Customs education and at least ten (10) years of relevant and proven full-time professional experience in customs administration or related field.

Specification of experience

- Minimum Indicative Rank of Senior Officer or equivalent;
- Minimum of ten (10) years of Customs/ Border Police experience;
- Minimum of five (5) years managerial experience as a leader of Customs/Border Police detachments/units;
- Extensive knowledge and proven experience in the field of Border Management from a Customs/ Border Police perspective;
- Sound theoretical and practical knowledge of border control procedures at international BCPs and green border from the aspect of Customs/Border Police operations;
- Sound knowledge of relevant acquis communautaire provisions, EU legislation requirements, rules, decisions and best practices in terms of management of external borders as implemented by Customs/Border Police (knowledge of EU Customs Blueprints, Schengen Catalogue of Best practices and EU Guidelines for IBM is an asset);
- Practical experience with border controls, inter-agency/international cooperation and exchange of information (incl. pre-arrival information) at national and international level;
- Experience in international law enforcement operations in the area of Border control.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Excellent interpersonal and communication skills, both written and oral;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Mission Support Department
Administrative Services/Finance Unit

Title: **Chief of Finance Unit – EK 10387**
Employment regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed Vacancies: 1

The Chief of Finance Unit reports to the Head of Administrative Services.

1. Main tasks and responsibilities:

- To be responsible for financial management of the Mission and develop essential policies for accounting and control for finance;
- To manage the accounts, payments, treasury, payroll, financial system, claims and other financial functions;
- To be responsible for approving financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting;
- To coordinate external audits;
- To be responsible for the provision of all financial advice, assisting in the formulation of financial strategies for the Mission;
- To limit financial risk by taking action and evaluating the banking and national financial infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors;
- To identify needs of goods and/or services specifically required for his/her area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To act as main Accounting Officer for the Mission;
- To manage the staff of the Finance Unit;
- To undertake any other related tasks as required by the Head of Administrative Services.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Economics, Finance or Accounting, 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 10 years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of management experience;
- Excellent analytical, research and problem-solving skills;
- Ability to operate Windows, including MS Office and especially extremely confident with spreadsheets, or PC based accounting systems.

Personnel Security clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Title: **Finance and Accounting Officer – EK 10388**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed vacancies: 1 Pending vacancies: 0

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

1. Main 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 the monitoring of the internal financial authorizing process;
- To be responsible for proper implementation of payments (including payroll process), collection of revenue and recovery of amounts established as being receivable;
- To be responsible for payments of procurement contracts;
- To establish the accounting rules and methods and the chart of accounts to supply or justify accounting information;
- To prepare, present and maintain the accounts;
- To prepare, present and maintain the inventory of Mission's assets;
- To safe-keep financial supporting documentation;
- To manage the Mission's treasury and ensure its safekeeping;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the Chief of Finance Unit;
- 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 prepare regular treasury forecasts for potential budget readjustments and ensure that the Mission has at its disposal sufficient funds to cover cash requirement arising from budgetary implementation;
- To develop and implement internal and external audit methods;
- To support the implementation of quarterly and final external audits;
- To assist the Chief of Finance in the financial management of the Mission;
- To undertake any other related tasks as requested by the Chief of Finance.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Economics, Finance or Accounting, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- Excellent analytical, research and problem-solving skills;
- Ability to operate Windows, including MS Office and especially extremely confident with spreadsheets, or PC based accounting systems.

Personnel Security Clearance

- To be in possession of a Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good knowledge and/or experience in strategic management and/or public administration;

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

<p>Title: Procurement Officer – EK 10390 Employment regime: Seconded/Contracted Grading category for contracted personnel: Mission Support Staff - Management Level Confirmed Vacancies: 1 Pending Vacancies: 0</p>
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The Procurement Officer reports to the Chief of Procurement.

1. Main tasks and responsibilities:

- To assist and advise the Chief of Procurement on all procurement issues;
- To assist, develop, manage and coordinate the Mission procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To use legally established professional and transparent procurement policies and procedures in accordance with EC legislation and regulations;
- To liaise with other relevant institutions and organisations acting in the field of rule of law and associated procurement legislation;
- To develop professional relationships and working partnerships with the European Commission in the field of procurement for the Mission;
- To develop, manage and coordinate the Mission procurement processes;
- To manage internal Mission procurement requirements and activities;
- To provide assistance to Mission members related to all procurement matters;
- To undertake any other related tasks as requested by the Chief of Procurement.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Public Administration, Business Administration or other related university studies, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Title: **Intensive Care Unit Nurse – EK 10396**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Assistant level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Intensive Care Unit Nurse reports to the Chief of Medical Unit.

1. Main tasks and responsibilities

- To work in the intensive care unit, emergency room, the nursing facility, the out-patient clinic and the mobile medical services;
- To respond to emergency calls and assist doctors in providing adequate care and performing respective duties in the treatment of the patient;
- To perform medical briefing for incoming staff;
- To perform ECG, and other medical exam such as blood tests, glucose, and urine test as required;
- To prepare patient for different intervention and escort patient to other medical facilities as require;
- To perform nursing care and generally all activities related to her professional capacity;
- To accord patients fair and equal treatment regardless of ethnic background;
- To maintain patient records and exercises absolute confidentiality;
- To assist in providing health education and addressing work environment and occupational health issues;
- To design and implements outreach programs for EULEX Personnel;
- To contribute actively in planning and organizing preventive and promoting medical fairs;
- To contribute actively in the In-service education for nurses;
- To maintain the pharmacy database / statistics, ensures its integrity and advises on stock status;
- To be responsible for the medical supplies and availability of sufficient equipment in the intensive care unit;
- To perform shift duties including nights, week-ends and on-calls as required;
- To undertake any other related tasks as requested by the Chief of Medical Unit.

2. Qualifications and experience

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, be a Qualified Registered Nurse with accredited Nursing Diploma Programme (preferably EU recognised) and, a minimum of three (3) years of relevant and proven full-time professional experience.

Specification of experience

- Formal training and at least three (3) years of current experience in intensive care nursing required;
- Sufficient Emergency Medical Skills;
- Excellent spoken and written command of the English language.

Personnel Security clearance:

- No Personnel Security Clearance is needed.

Advantageous

- Experience in perioperative care;
- Teaching experience and certificate as trainer (e.g. ALS);
- Knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;

- Knowledge of Albanian and/or Serbian language.

Title: **Chief Human Resources Administration – EK 10407**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff - Management Level**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Chief Human Resources Administration Unit reports to the Head of Human Resources Office.

1. Main tasks and responsibilities:

- To direct, supervise and coordinate the Human Resources Administration Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for proposing to the Head of Human Resources Office the setting up and implementation of relevant Mission internal strategies, policies and procedures, fully in line and in support of the Mission's overall strategies and operational needs;
- To ensure efficient human resources administration in support of the smooth running of the Mission;
- To ensure a timely issuance and proper management of employment contracts for international and local staff;
- To ensure the proper management of the insurance portfolio for international and local staff;
- To ensure an effective management of the attendance record system;
- To ensure the effective administration of the staff's leave entitlements;
- To ensure the correct preparation and timely submission of the monthly payrolls;
- To ensure the timely and correct administration of other financial entitlements of staff, such as reimbursement of duty trips, temporary reallocations, home travel, etc.;
- To ensure the timely management and the follow up of all requests and appeals of staff members;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To contribute to the timely reporting to the Mission management and the EEAS (CPCC) in the field of human resources administration;
- To coordinate, as appropriate, with the Brussels Support Element/Commission on all issues pertaining to his/her portfolio;
- To advise on required changes and improvements on the functioning of the HR Management Systems in his/her field of responsibility;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To monitor the performance of contractors in his/her area of responsibility;
- To undertake any other related tasks as requested by the Head of Human Resources Office.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Human Resources, Business Administration or other related university studies, 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 7 years of relevant and proven full-time professional experience.

Specification of experience

- At least seven (7) years of experience in human resources administration;
- At least five (5) years of management experience;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

Mission Support Department

Human Resources Office/ Human Resources Administration Unit

Title: **Human Resources Officer (HR Administration) – EK 10408**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support - Management Level**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Human Resources Administration Officer reports to the Chief Human Resources Administration Unit.

1. Main tasks and responsibilities

- To conduct a timely issuance and proper management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance record system;
- To administer the staff's leave entitlements;
- To ensure the correct preparation and timely submission of the monthly payrolls;
- To ensure the timely and correct administration of other financial entitlements of staff, such as reimbursement of duty trips, temporary reallocations, home travel reimbursement, etc.;
- To process Human Resources related requests and appeals of mission staff members;
- To maintain updated the personnel databases as appropriate;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To contribute to the development, implementation and follow-up on the Human Resources strategies, policies and procedures;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To monitor the performance of contractors in his/her area of responsibility;
- To undertake any other related tasks as requested by the Chief Human Resources Administration Unit.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Human Resources, Business Administration or other related university studies, 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 five (5) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience in general Human Resources administration and particularly in an international context;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Title: **Chief Human Resources Training and Development Unit – EK 10409**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support - Management Level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Chief Human Resources Training and Development Unit reports to the Head of Human Resources Office.

1. Main tasks and responsibilities

- To direct, supervise and coordinate the Human Resources Training and Development Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for proposing to the Head of Human Resources Office the setting up and implementation of relevant Mission internal strategies, policies and procedures fully in line and in support of the Mission's overall strategies and operational needs;
- To ensure the development and implementation of an effective induction training for all staff joining the Mission;
- To assess training needs throughout the Mission at all levels in coordination with Mission management and line managers and develop new training and staff development programs or modify existing programs;
- To plan and organise trainings and other staff development activities;
- To evaluate the effectiveness of training and staff development programs and improve them;
- To develop and organize training manuals, multimedia visual aids, and other educational materials;
- To enhance and manage the staff performance management process centred around Performance Evaluation Reports with the aim of improving organisational performance;
- To develop and implement a staff succession system including tools such as handover notes, advice on specific training to newcomers and coaching;
- To chair the Recreational Advisory Board and contribute to employee welfare and engagement;
- To undertake any other related tasks as requested by the Head of Human Resources Office.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Human Resources, Business Administration, Industrial / organisational psychology or other related university studies, 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 seven (7) years of relevant and proven full-time professional experience.

Specification of experience

- At least seven (7) years of professional experience in HR, training and development and / or performance management;
- At least five (5) years of management experience;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

Personnel Security Clearance

- To be in a possession of Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Weapons/ Firearm Instructor - EK 10411**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support – Assistant Level**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Weapons/Firearm Instructor reports to the Chief of Human Resources Training and Development Unit.

1. Main tasks and responsibilities

- To support, assist and advise the Chief of Human Resources Training and Development on all training and evaluation issues relevant to weapons and firearms.
- To assist in the conceptual development of internal standards and guidelines for weapons and firearms training.
- To plan, organize and deliver weapons and firearms training;
- To produce training materials;
- To evaluate and prepare summaries and analytical reports on weapons/firearms training activities; document and ensure proper record of shooting training and tests, including use of ammunition.
- To conduct regular assessment of weapons handling and shooting skills of armed mission staff, as well as perform their certification and recertification where applicable.
- To ensure firing sites/ranges are maintained in the required conditions, taking into consideration the security & safety standards relevant to shooting training;
- To coordinate the use of available shooting ranges.
- To coordinate import and export procedures of all firearms and ammunition into/from the Mission area.
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required.
- To participate in the recruitment of other training and firearms specialists throughout the Mission.
- To undertake any other related tasks as requested by the Chief Human Resources Training and Development Unit.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, and Police or Military Training, with a minimum of six (6) years of relevant and proven full-time military/police/security experience.

Specification of experience

- At least five (5) years of documented experience, excellent knowledge and proven skills in the area of delivering firearms training, including a high standard of physical fitness.
- At least two (2) years of experience delivering training to an international audience.
- Experience and formal qualifications from a military/police/security institution within the field of Training together with demonstrated technical knowledge of aspects of Security Training development.
- Pistol & rifle Instructor certification/accreditation from a recognized institution.
- Excellent knowledge of applicable international standards/best practices and human rights regulations relevant to the use of firearms and Use of Force.
- Excellent technical knowledge of side arms and long barrelled weapons.
- Knowledge of English, oral as well as written at CEFR C1 level.

Personnel Security Clearance:

- No Personnel Security Clearance is needed.

Advantageous

- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and/or international organisation;
- Ability to perform under stress and in difficult circumstances.
- Category C driving license.

Title: **Fleet Management Officer – EK 10423**

Employment regime: Seconded/Contracted

Grading category for contracted personnel: **Mission Support Staff – Management Level**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Fleet Management Officer reports to the Chief Transport Unit.

1. Main tasks and responsibilities

- To plan and co-ordinate the current and future vehicle needs of the mission;
- To manage a diverse vehicle fleet including 4x4's, heavy trucks, material handling equipment, armoured vehicles and engineering equipment;
- To anticipate and plan for future transport requirements;
- To show an in-depth knowledge of the operational needs of the mission and optimise resources to provide support to the various sections of the mission;
- To provide advice and support arguments in relation to the storage, distribution allocation of vehicles and associated equipment to mission members;
- To design and maintain a vehicle databases in conjunction with central warehouse;
- To liaise with contingent transport officers from contributing nations and co-ordinate management and surveillance of their fleet;
- To develop internal guidelines and Standard Operating Procedures as required by Management;
- To manage a Fleet Monitoring System (FMS) and produce reports as required by management. To prepare reports detailing vehicle usage, operational capacity etc.;
- To participate as required in the drafting and launching of tenders and subsequent evaluation process and provide Management with relevant information as to the proper procedures for the disposal of vehicles that have reached end of economic life;
- To prepare detailed vehicle specifications in order to launch tender negotiations for the procurement of mission vehicles;
- To undertake any other related tasks as requested by the Chief Transport Unit.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Logistics, Mechanical Engineering, Business Administration or other related university studies, 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 five (5) years of relevant and proven full-time professional;

OR

- Equivalent Military education and at least five (5) years of relevant and proven full-time professional experience.

Specification of experience

- Be familiar with project environment;
- A proven track record in Transport/Logistics with a sound knowledge of modern business practices and transport technology;
- Proven experience in the area of transport fleet management. Proven experience in the implementation of procurement processes and regulations.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

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Mission Support Department

Technical Services/Information Technology and Software Development Unit

Title: **IT Officer (Software/Databases) – EK10446**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support Staff – Management Level**

Confirmed Vacancies: 0 Pending Vacancies: 1

The IT Officer (Software/Databases) reports to the Chief Information Technology and Software Development Unit.

1. Main tasks and responsibilities

- To assist, plan, analyze, design, program and implement (web-based/ desktop) interfaces and applicable technologies, technical reports, operating instructions, guidelines and procedures;
- To develop detailed database/software specifications, functional specifications and user documentation for these systems;
- To plan, design, develop and maintain the Mission's software applications; web-based or desktop;
- To plan, design, develop and maintain complex databases;
- To import and transform data from other formats into SQL Server or required formats;
- To identify needs and define application/database requirements, develop applications and databases, organize and implement user training, troubleshoot problems and assist with change requests;
- To test software and databases for ease of use, accuracy and bugs before release, ensuring their integrity;
- To provide assistance and mentoring to Mission Members in the handling of complex and no-routine problems related to applications and databases;
- To monitor and supervise the work of the software developers;
- work in coordination with the other IT Officers;
- To undertake any other related tasks as requested by the Chief of Information Technology and Software Development Unit .

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Software/Database development or other related university studies,, 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 five (5) years of relevant and proven full-time professional

Specification of experience

- Experience in software/database development, design, management and implementation of complex database systems and software applications;
- Advanced knowledge of Microsoft Server, Operating Systems, SQL Server (2000/2005/2008/2010), database and software development technologies and programming languages;
- Effective project management skills.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- Certifications in Microsoft Server, Operating Systems, SQL Server (2000/2005/2008/2010), database and software development technologies and programming languages;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Title: **Deputy Senior Mission Security Officer (DSMSO) – EK 10471**
Employment Regime: **Seconded/Contracted**
Grading category for contracted personnel: **Expert**
Confirmed Vacancies: 1 Pending Vacancies: 0

The Deputy Senior Mission Security Officer (DSMSO) reports to the Senior Mission Security Officer.

1. Main tasks and responsibilities:

- To assist the SMSO in ensuring an effective security operation of the Mission;
- To deputise for the SMSO during his/her absence;
- To ensure that appropriate training and advice on personal security is available to staff members;
- To supervise and manage the ID Card & Warden, Fire and Safety and Investigations Units, as well as the Security Operations and Planning Officer thus ensuring the efficiency and integrity of the office and compliance with SOPs and policies and initiate necessary follow up action with appropriate authorities when required;
- To assist in the continued development implementation and update of the security plans including an effective warden and movement of personnel system;
- To ensure that plans for relocation/evacuation are current and able to be implemented at short notice;
- To ensure that the security policies and procedures are followed as per OPLAN, guiding security documents and Mission SOPs;
- To ensure real time reporting from potential trouble spots;
- To ensure there is appropriate liaison with other international and national law enforcement agencies as well as other international organisations in the field of security;
- To work in close cooperation with the Mission Support Department in matters related to the purchasing of necessary security related equipment and services;
- To undertake any other related tasks as requested by the Senior Mission Security Officer.

2. Qualifications and experience:

Essential

University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management);

OR

Graduate from military/police academy or civilian security organization with specialized training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team;

OR

Equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management;

Specification of Experience:

- Minimum of eight (8) years of progressively responsible professional experience at management level in the civilian security sector or in the military/police.
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Experience in safety and security and in the development of relevant policies and procedures;
- Very good interpersonal and communication skills, both written and oral;
- Driving license of Category B.

Personnel Security clearance:

- To be in possession of a Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Driving license of Category C.
- Knowledge of Albanian and/or Serbian language.

Title: **Close Protection Officer (SSD) – EK 10480**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Mission Support – Assistant Level**

Confirmed Vacancies: 7 Pending Vacancies: 1

The Close Protection Officer (SSD) reports to the Close Protection Team Leader (SSD).

1. Main tasks and responsibilities:

- To be responsible for in operational C/P operations;
- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX mission staff at risk;
- To provide personal security advice to members of the organization;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training;
- To carry out daily administration and operational planning for daily C/P activities;
- To provide comprehensive procedural documents with respect to C/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their 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 organizations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission C/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Close Protection Team Leader (SSD).

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and, a minimum of five (5) years of relevant and additionally proven full-time professional experience;

OR

- Equivalent education in Police /Military Academy and at least five (5) years of relevant and proven full-time professional experience.

Specification of experience:

- Two (2) years of experience in close protection;
- Demonstrated ability in providing effective operational planning for a Close Protection Team;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Trained and certified in close protection techniques (theory and practice);
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems;
- Driving license of Category C.

Personnel Security Clearance:

- To be in possession of a Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language.

Human Rights Review Panel

Title: **Human Rights Review Panel Member – EK 10485**

Employment regime: **Seconded/Contracted**

Grading category for contracted personnel: **Expert**

Confirmed Vacancies: Pending Vacancies: 1

The Member of the Human Rights Review Panel reports to CPCC.

1. Main tasks and responsibilities

- To be member of the Human Rights Review Panel for EULEX Kosovo (hereinafter the 'HRRP') consisting of two international members and one EULEX Kosovo judge;
- To participate in HRRP sessions in Kosovo as panel member at least four times a year for a session of no less than five working days or when and as long as required. Being fully independent in the exercise of all his/her functions, the incumbent will:
- To review complaints filed with the HRRP as to whether EULEX Kosovo has committed a human rights violation in the conduct of its executive mandate;
- To recommend to the EULEX Kosovo Head of Mission, as an HRRP member, remedial actions as appropriate, in accordance with the EULEX Kosovo accountability concept;
- To develop rules of procedure of the HRRP, including procedures to process claims in groups, as appropriate;
- To develop and ensure an expeditious procedure for the review of complaints;
- To maintain the authority and dignity of the HRRP;
- To decide matters of rules and procedure which may arise during the review of a complaint;
- To direct and supervise the staff of the HRRP Secretariat;
- To undertake any other related tasks as requested by CPCC.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law with a specialization in Human Rights, International Public Law or Administrative Law, 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 nine (9) years of relevant and proven full-time professional experience.

Specification of experience

- Extensive and progressive professional experience in above experience should include dealing with human rights issues;
- Experience working as a Judge, attorney or law professor;
- Substantial knowledge of international and regional human rights instruments and institutional mandates such as the 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;
- Ability to interpret and apply legislative instruments based on sound legal judgment.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in working in the European Court of Human Rights, or other relevant international tribunal;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

The Internal Investigations Officer reports to the Chief of Internal Investigations Unit.

2. Main tasks and responsibilities:

- To assist in the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct;
- To report disciplinary cases with recommendations to the Chief of Internal Investigations Unit;
- To undertake internal investigations under the supervision of the Chief of Internal Investigations;
- To draft reports relating to disciplinary issues, including statistical analysis and assessments;
- To assist in the proactive review of disciplinary regulations, and propose amendments accordingly;
- To undertake any other related tasks as requested by the Chief of Internal Investigations Unit.

3. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Law Enforcement or Public Administration, 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 six (6) years of relevant and proven full-time professional experience;

OR

- Equivalent Police/Military education and at least six (6) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of experience in similar position

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **SITCEN Police Operator – EK 10039**
Employment regime: **Seconded**
Confirmed Vacancies: 3 Pending Vacancies: 0

The SITCEN Police Operator reports to the Head of the EULEX Situation Centre.

1. Main tasks and responsibilities:

- To monitor the EULEX communication channels as well as those of Kosovo Police, KFOR and other relevant organizations and prepare accurate reports for the chain of command through the established SITCEN reporting lines;
- To liaise with all relevant international and local counterparts, collate and verify information received in policing area of expertise;
- To input into the SITCEN reporting channels, as per established procedures, incidents in the policing domain, in a timely and accurate manner whilst ensuring information flow to the Office of the Deputy Head of Executive Division (Police) as appropriate;
- To ensure smooth information flow from and to the relevant parts of the Executive and Strengthening Divisions;
- To maintain close daily cooperation with the Liaison/Coordination Officers in the Office of the Deputy Head of Executive Division (Police);
- To assist SITCEN Operators as required;
- To perform any other related task as requested by the Head of the EULEX Situation Centre.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police training with a minimum of five (5) years of relevant and proven full-time operational police experience.

Specification of Experience

- 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;
- Experience in planning and implementing projects;
- Very good analytical, organisational, planning, and time-management skills;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Relevant experience in handling EU classified information.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Liaison Officer (Political Advisor), Brussels Support Element – EK 10043**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Liaison Officer (Political Advisor) reports to the Chief of Staff/Deputy Chief of Staff but is embedded in the EEAS in Brussels.

1. Main tasks and responsibilities

- To provide advice and assistance to the Mission in relation to the context and developments in Brussels;
- To liaise with the relevant EEAS services, in particular CPCC and the geographical desk, and forward information on Brussels discussions and timetables that could impact on the Mission objectives;
- To identify political priorities from the Brussels/Member States' perspective and organise Mission visits to Brussels and capitals;
- To contribute to monitor global diplomatic and political events that may impact on the political situation in the Balkans and in Kosovo in particular, notably through monitoring the political landscape in the region;
- To assist in maintaining close relationship with relevant diplomatic representatives in Brussels;
- To assist in conducting and co-ordinating visits between Brussels and Kosovo;
- To assist in ensuring liaison with representatives of Member States, Contributing Third States, NATO/SHAPE, the OSCE and international organisations as relevant;
- To conduct background research on items relevant to the Mission;
- To provide input, as requested, to the Mission on the development of strategies, plans, and programmes, taking into account overall developments in the EU;
- To be the point of contact for the Brussels offices of NGOs involved with Kosovo, liaising as appropriate and providing input to their analytical work, commenting on their public reports, explaining the specificities of the EULEX mandate;;
- To contribute to analysing the impact of the international media on the EULEX Mission;
- To complement the Mission's outreach strategy by pro-actively advancing public relations and lobbying in Brussels;
- To reach out, as required, to relevant members of the European Parliament with a view to raising awareness of EULEX Kosovo's activities and mandate;
- To establish a network with international journalists working for key media in Brussels;
- To do background briefings for media representatives as appropriate;
- To assist in the drafting of press releases, articles, commentaries, editorials on behalf of the Mission;
- To establish close ties with the spokesperson of the VP/HR;
- To support the dialogue team, as requested;
- To undertake any other related tasks as requested by the Chief of Staff/Deputy Chief of Staff.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in international relations, diplomacy, political science, law or other related university studies, 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 five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in international relations, diplomacy, political science, law or other related university studies, 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 six (6) years of relevant and proven full-time professional experience.

Specification of experience

- Knowledge of EULEX Kosovo;
- Knowledge of and experience in relevant processes and procedures of the European Union institutions;
- International experience preferable, particularly in crisis area with multi-national and international organisations, ideally in a political advisor position;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Excellent editing and report writing skills;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- Experience in political and/or press work, ideally in an EU institution or mission;
- Familiarity with mission support for civilian CSDP Missions;
- Good comparative knowledge of judicial reform process from legislative and institutional perspective;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Office of the Chief of Staff

Political /Reporting Office

Title: **Head of Political/Reporting Office – EK 10056**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Head of Political / Reporting Office reports to the Chief of Staff/Deputy Chief of Staff.

1. Main tasks and responsibilities

- To contribute at the policy level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To direct and supervise the work of the Political and Reporting Office;
- To act as focal point for all political matters relating to the Mission and to provide expertise and advice on all political issues relevant for the Mission;
- To monitor global diplomatic and political events that may impact on the political situation in Kosovo;
- To monitor and analyse political trends and events in the EU Member States that might have an impact on the situation in Kosovo and/or EULEX Kosovo and prepare draft strategies, policy papers and plans to ensure appropriate reaction/adaption by the mission;
- To provide expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on fighting political interference in line with planning documents and in close coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To liaise with other stakeholders at the appropriate level inside and outside of the Mission, in particular with the EUSR/EU Office;
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate and ensure compliance with its advice;
- To oversee the collating and analysing of reports coming from the different organisational units, in particular the Divisions, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- To prepare relevant Mission reports to the chain of command of the Mission, including monthly and six-monthly reports as well as special reports as requested and in coordination with other organisational units, in particular the Planning, Coordination and Compliance Office;
- To undertake any other related tasks as requested by the Chief of Staff/Deputy Chief of Staff.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies, 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 ten (10) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies, 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 eleven (11) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years of management experience;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Excellent editing and report writing skills.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Knowledge of the Thessaloniki Agenda, Copenhagen Criteria, Stabilisation and Association Process, IPA, TAIEX and Twinning Projects;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian languages.

Title: **Organised Crime Investigations Team Leader – EK 10102**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Organised Crime Investigations Team Leader works for investigation purposes under prosecutorial supervision, but reports on operational and administrative matters to the Deputy Head of Executive Division (Head of Executive Police).

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To manage, prioritize and direct the work of the team 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 conduct and coordinate investigations and other tasks as required;
- To ensure compliance with instructions by the Mission management within the Task Force team under his/her command and to issue clear instructions on the operational level to the team;
- To ensure the proper handling of documentation and files, including the handling of EUCI;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the chain of command.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 ten (10) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, 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 eleven (11) years of relevant and proven full-time professional experience;

OR

- Equivalent Police/Military education and at least eleven (11) years of relevant and proven fulltime professional experience.

Specification of experience

- At least ten (10) years of professional experience in investigations related to the post;
- Background in intelligence handling and covert measures;
- Experience in working on organised and serious crime cases;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Staff member is expected to live in the North.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Title: **Organised Crime Investigations Officer – EK 10103**
Employment regime: **Seconded**
Confirmed vacancies: 1 Pending vacancies: 1

The Organised Crime Investigations Officer reports to the Organised Crime Investigations Team Leader of the Task Force Mitrovica.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To conduct and coordinates investigations and other tasks as required;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To ensure the proper handling of documentation and files, including the handling of EUCI;
- To undertake any other related tasks as requested by the Organised Crime Investigations Team Leader of the Task Force Mitrovica.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, 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 five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, 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 six (6) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police/Military and at least six (6) years of relevant and proven fulltime professional experience.

Specification of experience

- At least five (5) years of professional experience in investigations related to the post;
- Background in intelligence handling and covert measures;
- Experience in working on organised and serious crime cases;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Staff member is expected to live in the North.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

The Chief of International Police Cooperation Unit reports to Deputy Head of Executive Division (Head of Executive Police).

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate, ensuring relations with Interpol and Europol;
- To direct and supervise the work of the Unit and to manage, prioritize and direct its work to ensure it delivers on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the Deputy Head of Executive Division (Police);
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the Unit;
- To ensure the Unit's support, in its field of responsibility, for the operational requirements of the Deputy Head of Executive Division (Police), of the Executive Criminal Investigations Department (ECID), and with other departments of Executive Division;
- To liaise closely with the relevant Kosovar and external stakeholders;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law/Political or Social Sciences/Public Administration or other related university studies, 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 ten (10) years of relevant and proven full-time professional experience in International Police Cooperation;

OR

- Successful completion of a full course of university studies attested by a degree in Law/Political or Social Sciences/Public Administration or other related university studies, 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 eleven (11) years of relevant and proven full-time professional experience in International Police Cooperation;

OR

- Equivalent Police/Military education and at least eleven (11) years of relevant and proven fulltime professional experience.

Specification of experience

- Strong managerial track record;
- At least five (5) years of experience in a strategic managerial position;
- Working experience with Interpol and Europol and in mutual assistance;
- Background in organised crime investigations and experience of the intelligence function, International policing experience; international cooperation agreements;
- Working knowledge of cooperating with other entities (FRONTEX, SECI centres, ILECU project, Embassies, etc.);
- Lt. Colonel Rank or equivalent;
- Driving license of Category C;
- Very good interpersonal and communication skills, both written and oral.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Executive Division

International Police Cooperation Unit

Title: **Operations Officer of International Police Cooperation Unit – EK 10111**

Employment regime: **Seconded**

Confirmed vacancies: 2 Pending vacancies: 0

The Operations Officer of the International Police Cooperation Unit reports to Chief of International Police Cooperation Unit.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate, ensuring relations with Interpol and Europol;
- To maintain cooperation and communication with the competent services of Interpol and Europol;
- To cooperate with Kosovo Police (KP) offices and judicial authorities regarding vehicle crime matters;
- To provide relevant support for the operational requirements of the Deputy Head of Executive Division (Police), of the Executive Criminal Investigations Department (ECID), and with other departments of Executive Division;
- To maintain the database associated with requests to and from the Criminal Investigations Department (ECID), Kosovo Police (KP) offices and Interpol, Europol and third countries;
- To manage everyday routine operation and services of the Interpol NCB and future Europol "national contact point";
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief of International Police Cooperation Unit.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Political or Social Sciences, Public Administration or other related university studies, 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 five (5) years of relevant and proven full-time professional experience in International Police Cooperation;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Political or Social Sciences, Public Administration or other related university studies, 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 six (6) years of relevant and proven full-time professional experience in International Police Cooperation;

OR

- Equivalent Police/Military education and at least six (6) years of relevant and proven fulltime professional experience.

Specification of experience

- Working experience with Interpol and Europol and with mutual assistance;
- Background in Organised Crime investigations and experience of the intelligence function, International policing experience; international cooperation agreements;
- Working knowledge of cooperating with other entities (FRONTEX, SECI centres, ILECU project, Embassies, etc.);
- Senior Police Officer rank or equivalent;
- Proficient with access into the I-24/7 Interpol database and system;
- Driving license of Category C;
- Very good interpersonal and communication skills, both written and oral.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Assistant Deputy Head of Executive Division (Police) – EK 10161**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Assistant Deputy Head of Executive Division (Police), reports to the Deputy Head of Executive Division (Head of Executive Police).

1. Main tasks and responsibilities:

- To assist the Deputy Head of Executive Division (Head of Executive Police) in operationalizing the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To assist the Deputy Head of Executive Division (Head of Executive Police) in his/her functions by ensuring a smooth running of the Department, including by following up on tasking's independently and assist in the coordination of tasks, especially those involving the cooperation between various units;
- To conduct strategic analysis;
- To coordinate the police Departments' work with OCEP and SPRK under the overall supervision of the Deputy Head of Executive Division (Police) to coordinate the police Departments' work with OCEP and SPRK;
- To this end, to maintain contacts with the different organisational units under the Head of Department as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information;
- To coordinate, as appropriate, with external stakeholders at the appropriate level;
- To draft documents on behalf of the Deputy Head of Executive Division (Head of Executive Police);
- To assist the Deputy Head of Executive Division (Head of Executive Police) with aspects of Mission visibility, e.g. preparing presentations and materials;
- To accompany the Deputy Head of Executive Division (Head of Executive Police) as required to meetings and events and make necessary preparations as well as minutes taking at meetings and conferences; prepare draft reports and documents for the Departments;
- To assist the Deputy Head of Executive Division (Police) in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Deputy Heads of Executive Division (Head of Executive Police).

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration, 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 five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration, 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 six (6) years of relevant and proven full-time professional experience;

OR

- Equivalent Customs or Police education and at least six (6) years of relevant and proven full-time professional experience.

Specification of experience

- At least five (5) years in a related position within border police or customs and desirably with upper/middle management level experience;
- Experience in different fields of policing and/or customs.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language.

Executive Division

EU Office for Criminal Intelligence / Analytical and Technical Office

Title: **EU Office for Criminal Intelligence Desk Officer / Office Manager – EK 10172**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The EU Office for Criminal Intelligence Desk Officer / Office Manager reports to Chief of EU Office for Criminal Intelligence Analyst.

1. Main tasks and responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area the Mission's executive mandate;
- To act as the focal point for receiving, developing and disseminating information/ intelligence in accordance with Intelligence Unit policy;
- To maintain records in order to assist in the provision of information management;
- To provide quality control and to ensure that it complies with Intelligence Unit policy;
- To act as the Office Manager with direct responsibility for the daily operations of the Intelligence Unit and to be the Line Manager for staff in the Research Cell;
- To maintain and develop a wide range of contacts with individuals and organisations;
- To liaise with and to direct Regional Intelligence Officers;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks requested by the Chief of EUOCI Analyst.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

Specification of experience

- Extensive and progressive professional experience in intelligence issues and/or complex data.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous:

- 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;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

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Executive Division

EU Office for Criminal Intelligence

Title: **Regional Criminal Intelligence Officer – EK 10174**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 1

The Regional Criminal Intelligence Officer reports to Regional Criminal Intelligence Team Leader.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area the Mission's executive mandate;
- To establish effective liaison structure with all relevant Mission units to ensure timely exchange of information / intelligence;
- To collect information in the field that supports on-going investigations;
- To prepare and submit accurate written intelligence reports;
- To develop case specific intelligence in conjunction with the analysts;
- To develop and run confidential contacts;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks requested by the Regional Criminal Intelligence Team Leader.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

Specification of experience

- Extensive and progressive experience in intelligence issues and/or complex data;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous:

- 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;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

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Title: **Gate Commander (Gates 1 / 31) – EK 10192**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Gate Commander reports to Deputy Head Border/Boundary Department North.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to smooth running of the Gate in executive mode;
- To assist in the coordination of intelligence and investigation activity with other law enforcement agencies in Kosovo and relevant Mission staff;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To liaise with the other international stakeholders present in his/her AOR;
- To undertake any other related tasks as requested by the Deputy Head of Border/Boundary Department North.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law or Business Administration, 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 ten (10) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law or Business Administration, 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 eleven (11) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police/Customs Academy with duration of 3 years or more and, at least eleven (11) years of relevant and proven full-time police/customs experience.

Specification of experience

- Rank: A minimum indicative rank of Captain/Chief Inspector/Customs Senior Inspector or equivalent;
- At least ten (10) years of border police or customs experience with a minimum of five (5) years of adequate managerial experience as a leader of border police detachments/units or Customs Station/units;
- Experience in international law enforcement operations in the area of border policing or customs desirable;
- Very good interpersonal and communication skills, both written and oral;
- Staff member is expected to live in the North.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- EU Civilian Crisis Management Course or CSDP mission experience;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Border Police Officer– EK 10195**

Employment regime: **Seconded**

Confirmed vacancies: 2 Pending vacancies: 1

The Border Police Officer reports to the Team Leader North.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), by executing border police control at the border and boundary Gates on a 24/7 basis;
- To undertake border police checks on trains, vehicles and persons;
- To conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Team Leader North.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience as a Border Police officer.

Specification of experience

- Minimum indicative rank of Warrant officer or equivalent;
- Staff member is expected to live in the North;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Experience in international law enforcement operations in the area of border policing;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Border Police Officers / Mobile Team – EK 10198**

Employment regime: **Seconded**

Confirmed Vacancies: 6 Pending Vacancies: 0

The Border Police Officer / Mobile Team reports to Team Leader / Mobile Team.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate in the north in terms of border police and customs checks in a mobile capacity;
- To undertake border police checks on trains, vehicles and persons;
- To conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To support the operations at the border and boundary Gates if needed;
- To undertake any other related tasks as requested by the Team Leader/ Mobile Team.

2. Qualifications and experience:

Essential:

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

Specification of experience

- A minimum indicative rank of Warrant officer or equivalent;
- Experience in international law enforcement operations in the area of border policing;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Border Police Monitor – EK 10202**

Employment regime: **Seconded**

Confirmed Vacancies: 8 Pending Vacancies: 0

The Border Police Monitor / IBM Team reports to Team Leader / IBM Team.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) of border monitor and customs work;
- To conduct on-the-spot investigation and interviews pursuant to the provisions of the criminal procedural applicable law;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To support the operations at the border and boundary common IBM crossing points if needed;
- To undertake any other related tasks as requested by the Team Leader/ IBM Team.

2. Qualifications and experience:

Essential:

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

Specification of experience

- A minimum indicative rank of Warrant officer or equivalent;
- Experience in international law enforcement operations in the area of border policing;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Team Leader North – EK 10203**

Employment regime: **Seconded**

Confirmed Vacancies: 8 Pending Vacancies: 0

The Team Leader North reports to the Gate Commander.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate in terms of border police and customs control in particular with regard to smooth running of the IBM border crossing point in executive mode;
- To manage, prioritize and direct the work of the border police and customs officers 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 deputise for the Gate Commander during the latter's absence;
- To keep the Gate Commander informed on a daily basis of all significant developments in his/her field of responsibility or other aspects that might affect operational capabilities;
- To liaise with other international stakeholders at the IBM Crossing Points; To undertake any other related tasks as requested by the Gate Commander.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration or other related university studies, 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 five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Social Sciences, Law, Business Administration or other related university studies, 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 six (6) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police Academy and at least six (6) years of relevant and proven full-time professional experience.

Specification of experience

- Minimum indicative rank of Lieutenant / Inspector or equivalent;
- At least five (5) years of Border Police experience;
- At least three (3) years of upper/middle managerial experience as a shift leader of a Border Police unit or comparable;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Experience in international law enforcement operations in the area of Border policing, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- EU Civilian Crisis Management Course or CSDP mission experience;
- Driving license of Category C;
- Knowledge of Serbian language.

Executive Division

Executive Criminal Investigations Department

Title: **Head of Executive Criminal Investigations Department – EK 10208**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Head of Executive Criminal Investigations Department reports to the Deputy Head of Executive Division (Head of Executive Police).

1. Main tasks and responsibilities:

- 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 its executive mandate with regard to criminal investigations;
- To guide and advise the work of the Department and to manage, prioritize and direct its work to ensure it delivers on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the Deputy Head of Executive Division (Police);
- To ensure compliance with instructions by the Mission management within the Department and to issue clear instructions on the operational level to the Department;
- To cooperate, on a day-to-day basis, with the Head of SPRK to ensure the most efficient use of investigation resources in line with the Mission mandate and priorities;
- To coordinate, at operational level, with other organisational units, as appropriate;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other tasks as required by the Deputy Head of Executive Division (Head of Executive Police).

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Enforcement Law, Law, Public Administration, or other related university studies, 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 ten (10) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Enforcement Law, Law, Public Administration, or other related university studies, 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- At least ten (10) years of progressive professional experience in police service and as a minimum of five (5) years of experience at Upper Management with broad professional experience in all aspects of Police management;
- Sound knowledge of criminal investigations;
- Colonel/Chief Superintendent rank or equivalent;
- Very good interpersonal and communication skills, both written and oral;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Excellent negotiation and problem-solving skills.

The Organised Crime Investigation Officer reports to Organised Crime Investigation Team Leader.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To conduct organised crime investigations;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Organised Crime Investigation Team Leader.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science or other related university studies, 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 four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science, or other related university studies, 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 five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

Specification of experience

- Knowledge in intelligence handling and covert measures;
- Experience in working on organised and serious crime cases;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

The Investigator of the War Crimes Investigation Team reports to War Crimes Investigation Team Leader.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To conduct investigations, to undertake substantive investigation measures and to consolidate data;
- To examine all materials, prepares, plans, develop and coordinate activities relevant to investigations, interviewing of victims and witnesses and the arrest of alleged perpetrators and the gathering of evidence in consultation with the Judicial and Prosecutors Office. When required attend crimes scenes and exhumation sites, preparation of official reports and prosecution investigation files;
- To assist the Chief of War Crime Investigation Unit (WCIU) in the coordination of activities relevant to investigations and the preparation of official reports;
- To liaise with relevant internal and external stakeholders, as appropriate;
- To participate in the development, implementation and evaluation of casework as necessary;
- To monitor and analyse the development and implementation of the agreed programme outputs;
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the War Crimes Investigation Team Leader.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science or other related university studies, 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 four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science, or other related university studies, 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 five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

Specification of experience

- Experience in the field of Criminal Investigations/ War Crime Investigations/ICTY investigations;
- Substantial and relevant professional experience within the field of War Crimes Investigations and/or high level criminal investigation skills. Knowledge and competency in attendance at Crimes Scenes and the gathering, handling and retention of evidence and exhibits;
- Experienced in utilizing material generated from various open source;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Experience in working on organised and serious crime cases;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Strong communication, research and analytical skills; ability to analyse and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programmes;
- Ability to coordinate the work of others, both international and national staff, work towards deadlines and handle concurrent activities;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Training in International Criminal Investigations, in particular War Crimes Investigation;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Working knowledge of office procedures and equipment; ability to use of standard office software.

Title: **Surveillance Officer – EK 10226**
Employment regime: **Seconded**
Confirmed Vacancies: 4 Pending Vacancies: 0

The Surveillance Officer reports to Chief Surveillance Unit.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To coordinate and execute of surveillance and covert measures;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief Surveillance Unit.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science or other related university studies, 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 four (4) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science, or other related university studies, 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 five (5) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least five (5) years of relevant and proven full-time police experience.

Specification of experience

- Substantial relevant professional experience in the field of Surveillance;
- Very good knowledge in handling and maintenance of audio/video and Telecommunication equipment;
- Special knowledge in surveillance techniques;
- Background in investigations, intelligence handling and covert measures;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in working with organized crime cases;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language;
- Experience in working with technical backup like lawful interception, GPS tracking devices.

Title: **Financial Investigations Team Leader – EK 10227**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Financial Investigations Team Leader reports to the Chief of the Organised Crime Investigation Unit.

1. Main tasks and responsibilities:

- To provide administrative support and act as principal Advisor to the Chief of the OCIU and OCIU/Financial Investigations (OCIU/FI's), on all operational matters and administrative matters;
- To provide effective management of human, financial and physical resources of the OCIU/FI's and oversee administrative activities;
- To respond to the operational requirements of the Chief of the OCIU, OCIU/FI's, and with other components of the Executive Criminal Investigations Department in ensuring the development, preparation, timely submission and coordination/monitoring of work plans, strategies and programmes for the activities of the OCIU/FI's;
- To establish a set of sound policies, procedures, practices, standards and tools that are consistent with EU policy and practice in order to ensure proper accounting, financial management and control;
- To compile and prepare written outputs on political, economic and social issues and developments affecting the economic sector in Kosovo that may impact on the functions and responsibilities of the OCIU/FI's;
- To monitor the developments of the local legislation and to prepare inputs researches for the future amendments and/or establishing of the new required legislation to improve the work if the financial investigative organisation;
- To carry out other duties in support of the Chief of the OCIU in order to consolidate OCIU/FI's's work with the Mission strategic plans and goals;
- To undertake any other related tasks as requested by the Chief of the OCIU.

2. Qualifications and experience:

Essential:

- Successful completion of a full course of university studies attested by a degree in Business / Economics / Finance / Law Enforcement / Law / Police Science or other related university studies, 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 ten (10) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Business / Economics / Finance / Law Enforcement / Law / Police Science, or other related university studies, 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least 11 years of relevant and proven full-time police experience.

Specification of experience

- At least five (5) years of management experience in investigations posts;
- Broadly-based exposure to, and familiarity with, public administrative standards and norms. Knowledge of policies and practices within public sector expenditure programmes, especially related to Kosovo;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance:

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous:

- Experience in leading Financial Crime Investigations Units;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Executive Division

Special Police Department

Title: **Head of Special Police Department – EK 10235**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Head of Special Police Department reports to the Deputy Head of Executive Division (Head of Executive Police).

1. Main tasks and responsibilities:

- To direct, supervise, coordinate and analyse all activities of the Special Police Department with due regard to the best European Policing standards;
- To act as the representative of the Special Police Department for contacts with senior government officials of the Ministry of Interior, police officials and other officials dealing with police issues, and articulates Mission policy on special police matters to above mentioned officials;
- To facilitate cooperation of the Department with other EULEX Mission Departments as well as international and local counterparts;
- To coordinate different subdivisions of the Head of Special Police Department;
- To organize and coordinate developments within the Kosovo Police (KP) in his/her field of competence;
- To assist and advise the Head of Executive Division, with the assistance of the appropriate operational and technical staff, on all special police issues;
- To represent the Special Police Department internally within the Executive Division and externally with other EULEX Departments as well as international and local organizations;
- To lead the process of identifying training needs for the Special Police Department;
- To undertake any other tasks as requested by the Deputy Head of Executive Division (Head of Executive Police).

2. Qualifications and experience:

Essential:

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies 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 12 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies, 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 13 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 13 years of relevant and proven full-time police experience.

Specification of experience

- At least 10 years of progressive professional experience in Police Service and at least 5 years of experience at Upper Management with broad professional experience in all aspects of Police management;
- Authorized to carry and issued a personal weapon;
- Colonel/Chief Superintendent rank or equivalent.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Excellent negotiation and problem-solving skills;
- Proactive approach and ability to lead efficiently a diverse organizational component;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- International experience, particularly in crisis areas with multi-national and international organizations.

Title: **Information Management Cell Officer– EK 10238**

Employment regime: **Seconded**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Information Management Cell Officer reports to Chief of Information Management Cell.

1. Main tasks and responsibilities

- To operationalize – within his/her field of responsibility – 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 mandate;
- To develop and maintain sources of information;
- To set priorities appropriately by adopting a systematic and methodical approach to information collection planning, using resources effectively and efficiently;
- To maintain a general and specific awareness to events related to public order and safety;
- To maintain and update the database concerning likely risks, threats directly affecting the SPD Units operations;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Chief of Information Management Cell.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law / Police Science, or Intelligence and Security, 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 three (3) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law / Police Science, or Intelligence and Security, 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 four (4) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least four (4) years of relevant and proven full-time police experience.

Specification of experience

- Indicative rank: Warrant Officer rank or equivalent;
- Previous experiences in the information gathering working area;
- Good interpersonal and communication skills;
- Authorized to carry and issued a personal weapon;
- Experience in using methodologies and different sources for research, including open sources.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances.

Title: **Operation Planning Officer SPD – EK 10246**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Operation Planning Officer reports to Chief of Operation Cell.

1. Main tasks and responsibilities:

- To coordinate the daily work of the Operation Cell, if needed in shift routine, under the direction of the Chief OPS Cell;
- To plan the duties of the Operation Cell before, during and after special operations;
- To conduct both long term and urgent planning of all Operation Cell activities;
- To assist the SPD management in managing the SPD Units;
- To prepare briefings about operations;
- To undertake any other related tasks as requested by the Chief of Operation Cell.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of five (5) years of relevant and proven full-time police experience.

Specification of experience

- Previous experience related to specialized units daily tasks and special operations;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Training Officer – EK 10247**

Employment regime: **Seconded**

Confirmed vacancies: 1 Pending Vacancies: 0

The Training Officer reports to Chief of Operation Cell.

1. Main tasks and responsibilities:

- To identify and solve training problems under the guidelines of the Head of SPD;
- To collect and prepare training programmes under the supervision of the Chief of the OPS Cell;
- To prepare briefings about training;
- To prepare, chair and take part in briefings about trainings with other units / departments / components / organizations;
- To support execution and coordination of the daily work of the Operation Cell under the supervision of the Chief of Operation Cell;
- To undertake any other related tasks as requested by the by the Chief of Operation Cell.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Police Science or other related university studies,, 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 five (5) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Police Science or other related university studies,, 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 six (6) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least six (6) years of relevant and proven full-time police experience.

Specification of experience

- Experienced in duration and preparing of police training /exercises / rehearsals;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Supplementary Police Unit Officer (SPU) - EK 10254**

Employment regime: **Seconded**

Confirmed vacancies: 7 Pending Vacancies: 12

The Supplementary Police Unit Officer reports to the Supplementary Force Platoon Commander.

1. Main tasks and responsibilities

- 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 Supplementary Force Platoon Commander.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police/Military Training, with a minimum of five (5) years of relevant and proven full-time operational police experience.

Specification of experience

- Authorized to carry and issued a personal weapon;
- Staff member is expected to live in the North.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Trained in public order policing techniques desirable International experience, particularly in crisis areas with multi-national and international organisations;
- International policing experience desirable Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language.

Title: **SWAT Team Leader – EK 10261**

Employment regime: **Seconded**

Confirmed Vacancies: 3 Pending Vacancies: 0

The SWAT Team Leader reports to Chief of Intervention Group.

1. Main tasks and responsibilities:

- To command a SWAT Team for all the tasks dedicated to Intervention Group;
- To perform special police operations with other EULEX mission police officers and with all relevant parties as required;
- To provide instructions to operators and work in cooperation with other colleagues of the IG to achieve units goals;
- To be able to assess a situation under stress pressure and to react accordingly always respecting prescribed laws and regulations;
- To behave in a professional way at all times keeping in mind the aim of the mission, security of persons and human dignity with adapted manners to an international mission working in a multicultural environment;
- To undertake any other related tasks as requested by the Chief of Intervention Group.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and, a minimum of ten (10) years of relevant and proven full-time professional experience;

OR

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of ten (10) years of relevant and proven full-time police experience.

Specification of experience

- Indicative desirable rank: Lieutenant or Warrant officer;
- Minimum of five (5) years of experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit;
- Strong experience on High risk arrests;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon;

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances.

Title: **SWAT Operator – EK 10262**
Employment regime: **Seconded**
Confirmed Vacancies: 8 Pending Vacancies: 0

The SWAT Operator reports to SWAT Team Leader.

1. Main tasks and responsibilities:

- To be responsible for all the tasks dedicated to Intervention Group under the supervision of a SWAT Team Leader;
- To remain in good physical shape and well trained in order to keep a high level of preparation at any time regarding readiness to operate on high risk situations;
- To be able to assess a situation under stress pressure and to react accordingly always respecting prescribed laws and regulations;
- To develop guidelines, procedures for EULEX mission regarding intervention units tasks;
- To behave in a professional way at all times keeping in mind the aim of the mission, security of persons and human dignity with adapted manners to an international mission working in a multicultural environment;
- To undertake any other related tasks as requested by the SWAT Team Leader.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of eight (8) years of relevant and proven full-time police experience.

Specification of experience

- Minimum of five (5) years of experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit;
- Strong experience on High risk arrests;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET or equivalent for Contributing Third States.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Title: **Marksmen Team Leader – EK 10263**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Marksmen Team Leader reports to Chief of Intervention Group.

1. Main tasks and responsibilities:

- To command a Marksman Team for all the tasks dedicated to Intervention Group;
- To perform special police operations including intervention, protection and reconnaissance operations with other EULEX mission police officers and with all relevant parties as required;
- To provide instructions to Police Marksmen and work in cooperation with other colleagues of the IG to achieve unit's goals;
- To be able to assess a situation under stress pressure and to react accordingly always respecting prescribed laws and regulations;
- To develop EULEX Marksman procedures for intervention, protection and reconnaissance operations;
- To behave in a professional way at all times keeping in mind the aim of the mission, security of persons and human dignity with adapted manners to an international mission working in a multicultural environment;
- To undertake any other related tasks as requested by the Chief of Intervention Group.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and, a minimum of ten (10) years of relevant and proven full-time professional experience;

OR

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of 10 years of relevant and proven full-time police experience.

Specification of experience

- Indicative desirable rank: Lieutenant or Warrant officer;
- Minimum of five (5) years of experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit;
- Operational experience of minimum five (5) years in Intervention/Marksmen (Sniper) unit and experience on protection/counter sniping;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Albanian and/or Serbian language;
- Very good knowledge and/or experience in strategic management and/or public administration.

Title: **Marksmen – EK 10264**

Employment regime: **Seconded**

Confirmed Vacancies: 2 Pending Vacancies: 0

The Marksman reports to Marksmen Team Leader.

1. Main tasks and responsibilities:

- To be responsible for all the tasks usually dedicated to a Marksman team under the supervision of a Marksman Team Leader;
- To perform special police operations including intervention, protection and reconnaissance operations with other EULEX mission police officers and with all relevant parties as required;
- To follow instructions given by Team Leader and work within a team efficiently with other colleagues of the IG to achieve units goals;
- To be able to assess a situation under stress pressure and to react accordingly always respecting prescribed laws and regulations;
- To develop EULEX Mission Marksman procedures for intervention, protection and reconnaissance operations;
- To behave in a professional way at all times keeping in mind the aim of the mission, security of persons and human dignity with adapted manners to an international mission working in a multicultural environment;
- To undertake any other related tasks as requested by the Marksmen Team Leader.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and Police Training, with a minimum of eight (8) years of relevant and proven full-time police experience.

Specification of experience

- Minimum of five (5) years of experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit;
- Operational experience of minimum five (5) years in Intervention/Marksmen (Sniper) unit and experience on protection/counter sniping;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances.

Executive Division

Special Police Department / Close Protection Unit

Title: **Close Protection Officer (SPD) – EK 10267**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Close Protection Officer (SPD) reports to the Close Protection Team Leader (SPD).

1. Main tasks and responsibilities:

- To be responsible for in operational C/P operations;
- To conduct armed close protection of the HoM, visiting VIP or EULEX mission staff at risk;
- To provide personal security advice to members of the organization;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training;
- To carry out daily administration and operational planning for daily C/P activities;
- To provide comprehensive procedural documents with respect to C/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their 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 organizations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission C/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Close Protection Team Leader (SPD).

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and a minimum of five (5) years of relevant and additionally proven full-time professional experience in close protection;

OR

- Equivalent education in Police /Military Academy and at least five (5) years of relevant and proven full-time professional experience in close protection.

Specification of experience

- Two (2) years of experience in close protection;
- Demonstrated ability in providing effective operational planning for a Close Protection Team;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Trained 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;
- Driving license of Category C;
- Authorized to carry and issued a personal weapon.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances.

The Professional Standards Unit Officer reports to the Head of Police Strengthening Department.

1. Main tasks and responsibilities

- To contribute, on the strategic level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) the senior staff of Kosovo Police Directorate of Professional Standards;
- To liaise on a regular basis, with the Police Inspectorate of Kosovo (PIK) Advisors of the ministry Monitoring Unit in the Strengthening Division;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to disciplinary offences;
- To advise senior KP staff on measures required to act in concordance with the aims and objectives of the Mission Implementation Plan (MIP);
- To advise senior KP staff on the required commitment to the Mission Implementation Plan (MIP), ensuring that it is properly managed and resourced within KP, and that the relevant KP staff act in full compliance with agreed policies and procedures;
- To advise, mentor and monitor the KP staff in relation to reduce disciplinary offences within the KP, and to provide guidance with complex and diverse enquiries;
- To provide assistance and support to the KP/PSU in developing professional working skills;
- To produce precise written reports concerning the progression of investigations and the development of local staff and to make relevant recommendations for further development;
- To liaise with relevant national and international organisations to review current policies and operating principles;
- To ensure that all current policies and directives are communicated to the relevant international staff under his/her supervision;
- To manage the KP/PSU investigators to achieve short, medium and long term objectives, develop associated plans, and monitor and evaluate performance to ensure that KP organisational objectives are achieved;
- To undertake any other related tasks as requested by the Head of Police Strengthening Department.

2. Qualifications and experience

Essential:

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, 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 nine (9) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a university degree preferably in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, 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 ten (10) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least ten (10) years of relevant and proven full-time police experience.

Specification of experience

- Indicative rank: Captain/Chief-Inspector or above;
- Two (2) years as supervisor/manager of a unit or team within the required field of specialisation
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach;
- Supervisory experience of major case handling.

Personnel Security Clearance

- To be in possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Advisor to Assistant Deputy Director General Investigations – EK 10324**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor to Assistant Deputy Director General Investigations reports to the Advisor to Deputy Director General Operation.

1. Main tasks and responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA);
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to major and serious criminal offences in line with Mission mandate and priorities;
- To provide technical, tactical and constructive advice to support, to mentor and monitor national staff in relation to initiating pro-active and re-active operations to reduce and disrupt major and organised crime within Kosovo and to provide guidance with complex and diverse enquiries;
- To assist KP in developing professional working relationships with neighbouring states and other European countries in order to increase cooperation in the investigation of cross border major and organised crime;
- To coordinate closely with other relevant organisational units;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Advisor to Deputy Director General Operation.

2. Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, 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 ten (10) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, 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 eleven (11) years of relevant and proven full-time police experience;

OR

Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- Rank: LTC/Superintendent or equivalent civil servant position within a Police Service;
- At least five (5) years of experience as a supervisor/manager of a unit or team within the required field of specialisation;
- Supervisory experience of major case handling;
- Very good personal and communications skills, both written and oral;

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Knowledge of project management theories and practises;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Advisor to Directorate for Economic Crime and Corruption Investigation – EK 10327**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor to Directorate for Economic Crime and Corruption Investigation reports to the Advisor to Department for Criminal Investigation.

1. Main tasks and responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA);
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to major and serious criminal offences in line with Mission mandate and priorities;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to economic crimes and corruption in order to comply with relevant legislation and best practices;
- To provide technical, tactical and constructive advice to support, mentor and monitor national staff in relation to initiating pro-active and re-active operations to reduce and disrupt economic and financial crime within Kosovo and to provide guidance with complex and diverse enquiries in line with the Mission mandate and priorities;
- To assist the Kosovo Police in developing professional working relationships with neighbouring states and other European countries in order to increase cooperation in the investigation of cross border economic and financial crime in line with the Mission mandate and priorities;
- To coordinate closely with other relevant organisational units;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Advisor to Department for Criminal Investigation.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, 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 10 years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, 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 11 years of relevant and proven full-time police experience;

OR

- Equivalent Police education and at least eleven (11) years of relevant and proven full-time professional experience.

Specification of experience

- At least two (2) years of experience as a supervisor/manager of a unit or team within the required field of specialisation;
- At least five (5) years of experience at upper/middle management level;
- Minimum rank of Chief Inspector/Captain or equivalent in police force;
- Active approach in problem solving;
- Supervisory experience of major case handling;
- Very good communication skills, both written and oral.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Advisor to Department Against Organised Crime – EK 10329**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor to Department Against Organised Crime reports to the Advisor to Assistant Deputy Director General Investigations.

1. Main tasks and responsibilities:

- To contribute, on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) in the field of organised crime;
- To assess and advise on areas of structural weaknesses in the performance and accountability of the respective counterparts in the area of police procedures and duties through improvement strategies, organisational change processes, executive legislation, structural safeguards or similar corrective measures ("institutional" MMA), in particular in the areas of potential political interference and corruption, accountability, human rights and gender, etc.;
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to organised crime in line with Mission mandate and priorities;
- To facilitate liaison with the Ministry of Justice, OSCE, IOM and other agencies that could support investigations on organized crime, narcotics, trafficking in human beings etc.;
- To monitor all DOC KP Intelligence/Analysis reports relevant to his/her assigned directorate;
- To advise and support DOC KP investigations; information gathering and operations issues within his/her assigned section (investigations supervision/coordination) in line the Mission mandate and priorities;
- To coordinate closely with other relevant organisational units;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Advisor to Assistant Deputy Director General Investigations.

2. Qualifications and experience:

Essential:

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, 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 ten (10) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Business Administration, Economy, Law, Public Administration or other related university studies, 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- Rank: LTC/Superintendent or equivalent civil servant position within a Police Service;
- Supervisory experience of major case handling;
- Supervisory background and experience in criminal investigation compulsory;
- At least five (5) years of experience at the senior management level;
- Active approach in problem solving;
- Very good communication skills, both written and oral.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Knowledge of project management theories and practises;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Advisor to Directorate for Investigation Support – EK 10332**

Employment regime: **Seconded**

Confirmed Vacancies: 0 Pending Vacancies: 1

The Advisor to Directorate for Investigation Support reports to the Advisor to the Department Against Organized Crime.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA), in particular with regard to the fight against organised crime;
- To support the Mission's efforts 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 contribute to 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 advise the Director of the Kosovo Police Inspectorate (PIK) on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to criminal and disciplinary offences committed by Kosovo Police employees, in order to comply with relevant legislation and best practices, in line with the Mission mandate and priorities;
- To assist and mentor lawful interception work in accordance with international standards and in line with the Mission mandate and priorities;
- To advise the Director for Investigation Support on the establishment of necessary respective policies, directives, documentation, administrative and operational requirements in line the Mission mandate and priorities;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To liaise with relevant national and international organisations at the appropriate level to review current policies and operating principles;
- To undertake any other related tasks as requested by the Advisor to the Department Against Organized Crime.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Police Sciences, 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 ten (10) years of relevant and proven full-time police experience desirable with middle management level experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Police Sciences, 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 eleven (11) years of relevant and proven full-time police experience desirable with middle management level experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience desirable with middle management level experience.

Specification of experience

- At least five (5) years of experience in relevant field of specialisation;
- Indicative rank: at least Major Captain/Chief Inspector or equivalent in a police service;
- Special skills in handling and maintenance of telecommunication equipment, special knowledge in interception techniques;
- Substantial and relevant professional experience within the field of lawful intercepts and information dissemination and/or high level criminal investigation skills;
- Sufficient knowledge about maintenance of computers and networking;
- Background in investigations, technical and operational support;
- Experience in working organized crime cases;
- Knowledge of applicable laws and regulations in this domain.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: Regional Advisor (Regional Advisory Unit) - EK 10334 Employment regime: Seconded Confirmed vacancies: 1 Pending vacancies: 0
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The Regional Advisor reports to the Coordinator (Regional Advisory Unit).

1. Main tasks and responsibilities:

- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To support the Mission’s efforts 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 contribute to 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 advise and support on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation in line with the Mission mandate and priorities;
- To provide technical, tactical and constructive advice in mentoring and monitoring the regional Commander regarding planning for pro-active and re-active police operations and, in case of need, correct improper decisions;
- To assist KP Regional Management in developing internal professional working relationships and coordination with neighbouring police units;
- To liaise and cooperate with other Kosovo and international stakeholders operating into the Region;
- To undertake any other related tasks as requested by the Coordinator (Regional Advisory Unit).

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Police Sciences, 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 ten (10) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Police Sciences, 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more, and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- At least five (5) years of experience at the senior management level in command of a district or specialist department;
- Indicative rank: Captain/Chief inspector or equivalent.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of and experience in project management.
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

Strengthening Division/ Police Strengthening Department
Kosovo Police Main HQ

Title: **Advisor to Assistant Deputy Director General for Personnel and Training – EK 10337**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor to Assistant Director General, Personnel and Training reports to the Advisor to Deputy Director General Resource Management.

1. Main tasks and responsibilities:

- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To support the Mission’s efforts 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 contribute to 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 advise and support the KP Assistant General Director for Personnel and Training and his/her Deputy in key areas of all KP human resources, promotion process and training related issues in line with the Mission mandate and priorities;
- To advise and support the KP Assistant General Director for Personnel and Training and his/her Deputy on further development and implementation of administrative management strategies in accordance with the key criteria of accountability, sustainability and reduced political interference and adhering to the international recognized standards and European Best Practices;
- To advise and support the KP Assistant General Director for Personnel and Training Pillar concerning further development of KP administrative policies and procedures, within the applicable legislation focused on the process of evaluating, reviewing and refining recruitment, selection and promotion, in line with the Mission mandate and priorities;
- To advise and support the Pillar in further developing benchmarking and inspection plans to ensure compliance with the advice provided, in line with the Mission mandate and priorities;
- To advise and support the KP Assistant General Director for Personnel and Training in the development of interworking strategies and relationships to MoI and other administrative/public authorities of Kosovo as well as international counterparts in line with the Mission mandate and priorities;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To liaise, cooperate and coordinate with other relevant international stakeholders at the appropriate level;
- To undertake any other related tasks as requested by the Advisor to Deputy Director General Resource Management.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Police Sciences 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 ten (10) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a university degree preferably in Law, Police Sciences, 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- Rank: minimum LTC/Superintendent or equivalent civil servant position within a Police Service or an international organization;
- Computer skills and ability to operate the programme management software;
- Strategic and creative mind set as well as proven decision making ability;
- Proactive approach and ability to lead.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Experience in the Human Resource Management and Training;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language;
- Very good knowledge and or experience in strategic management and or public administration.

Strengthening Division/ Police Strengthening Department
Kosovo Police Main HQ

Title: **Advisor to Assistant Deputy Director General for Support Services – EK 10338**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor to Assistant Deputy Director General for Support Services reports to the Advisor to the Deputy Director General Resource Management.

1. Main tasks and responsibilities:

- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA);
- To support the Mission’s efforts 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 contribute to 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 advise and support the KP Assistant General Director for Support Services and his/her Deputy in key areas of all KP Budget, Procurement, IT, Logistics and Facility Management issues in line with the Mission mandate and priorities;
- To advise and support the KP Assistant General Director for Support Services and his Deputy on further development and implementation of administrative management strategies in accordance with the key criteria’s of accountability, sustainability and reduced political interference and adhering to the international recognized standards and European Best Practices;
- To advise and support the KP Assistant General Director for Support Services and his Deputy in generating and enhancing strategic orientation for KP long term planning and financial sustainability, transparent and effective management of public money free of political interference and corruptive practices, recommendations for implementation of the legislation governing the financial resources, in line with the Mission mandate and priorities;
- To advise and support the KP Assistant General Director for Support Services Pillar concerning further development of KP administrative policies and procedures, in carrying out its duties ensuring professionalism, impartiality and independence in the implementation of the finance, budget, procurement and capital investments projects, in line with the Mission mandate and priorities;
- To advise and support the Pillar in further developing benchmarking and inspection plans to ensure compliance with the advice provided, in line with the Mission mandate and priorities;
- To advise and support KP Assistant General Director for Support Services in the development of interworking strategies and relationships to MoI and other administrative/public authorities of Kosovo as well as international counterparts in line with the Mission mandate and priorities;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To liaise with other relevant international stakeholders at the appropriate level;
- To undertake any other related tasks as requested by the Advisor to Deputy Director General Resource Management.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a university degree preferably in Business Administration, Economy, Finance, Law, Public Administration or other related university studies, 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 ten (10) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a university degree preferably in Business Administration, Economy, Finance, Law, Public Administration or other related university studies, 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Specification of experience

- Rank: minimum LTC/Superintendent or equivalent civil servant position within a Police Service or an international organization;
- Computer skills and ability to operate the programme management software;
- Strategic and creative mind set as well as proven analytical, statistical, and decision making ability;
- Proactive approach and ability to identify irregularities in implementation of financial and procurement legislation.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Advisor Financial Intelligence Unit (FIU) – EK 10339**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Advisor Financial Intelligence Unit (FIU) reports to Head of Police Strengthening Department.

1. Main tasks and responsibilities:

- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) on activities that falls within the mandate of the Kosovo FIU;
- To direct and supervise the work of the Unit and to manage, prioritize and direct its work to ensure it delivers on the Mission’s mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of the Police Strengthening Department;
- To support the Mission’s efforts 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 contribute to 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 guide and advise on the implementation of effective management of human, financial and physical resources of the FIU and oversee administrative activities, in line with the Mission mandate and priorities;
- To guide and advise on a set of sound policies, procedures, practices, standards and tools that are consistent with EU best practices to ensure proper accounting, financial management and control, in line with the Mission mandate and priorities;
- To monitor the developments of the local legislation and to prepare inputs researches for the future amendments and/or establishing of the new required legislation to improve the work of the financial investigative organisation, in line with Mission mandate and priorities;
- To ensure the appropriate handling of routine, sensitive and investigations documentation; ensure appropriate distribution of documents; monitor status of correspondence requiring action or follow-up;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To liaise, as appropriate, with other external stakeholders;
- To undertake any other related tasks as requested by the Head of the Police Strengthening Department.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a university degree preferably in International Relations, Political Science, Economics, Public Administration, Business or other related university studies, 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 ten (10) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course of university studies attested by a university degree preferably in International Relations, Political Science, Economics, Public Administration, Business or other related university studies, 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 eleven (11) years of relevant and proven full-time police experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least eleven (11) years of relevant and proven full-time police experience.

Speciation of experience

- At least ten (10) years of experience within the field of the financial investigation and/or money laundering and terrorism combating field, and at least five (5) years of experience in the management field;
- Broadly-based exposure to, and familiarity with, public administrative standards and norms. Knowledge of policies and practices within public sector expenditure programmes, especially related to Kosovo;
- Strong communication, research and analytical skills; ability to analyse and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programmes.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

Advantageous:

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Knowledge of Serbian language.

Title: **Station Advisor (Mitrovica Region) – EK 10343**

Employment regime: **Seconded**

Confirmed Vacancies: 3 Pending Vacancies: 1

The Station Advisor reports to the Regional Advisor Mitrovica Region.

1. Main tasks and responsibilities:

- To operationalize – within his/her field of responsibility – the Mission’s mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of monitoring, mentoring and advising (MMA) at police station level in the North;
- To support the Mission’s efforts 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 contribute to 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 collect and collate “on spot” performance statistics that relate to Kosovo’s criminal justice system, as part of the Mission’s benchmarking processes covering all of Kosovo;
- To liaise with relevant international stakeholders operating in the region at the appropriate level;
- As required, advise and mentor local counterparts in a structured manner in line with the Mission’s planning documents;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other tasks as requested by the Regional Advisor Mitrovica Region.

2. Qualifications and experience

Essential

- Successful completion of a full course in Police Academy with duration of three (3) years or more and, at least six (6) years of relevant and proven full-time police experience.

Specification of experience

- At least six (6) years of extensive operational police experience within the required field of specialisation;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C;
- Staff member is expected to live in the North.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Previous International policing experience
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Serbian language.

The Customs Investigations Advisor reports to the Head Border Management Department.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) with regard to Customs Investigation duties;
- To monitor, mentor and advise the relevant Kosovo Customs Directorates on the strategic and operational management and development of the Enforcement functions dealing with intelligence and investigation;
- To monitor, mentor and advise the Kosovo Customs involved directors on managerial control regimes,
- To advise on the enforcement element of the Customs Service Annual Operational Management Plan in relation to Intelligence and Investigation issues;
- To monitor, mentor and advise the high revenue risk control regime in relation to intelligence and investigation;
- To monitor, mentor and advise in the collect and disseminate of information from varied sources;
- To monitor, mentor and advise that intelligence information is properly handled, disseminated, stored and contributes to the effectiveness of Kosovo Customs law enforcement efforts;
- To advise and report to the Head of the Customs Component on any Law Enforcement strategic and operational activities related to Intelligence and Investigation; recommend correction/intervention when assessed needed;
- To monitor, mentor, advise and assist in improving the capability to deprive criminal attacks on revenue flow to the Kosovo Consolidated Budget by means of targeted enforcement activity;
- To monitor, mentor and advise the Ministry of Finance and Economy fiscal policy decision-making process in relation to Intelligence and Investigation from the Enforcement perspective through Kosovo Customs Directorates and/or EULEX Head of Customs;
- To assist in developing customs liaison with Enforcement counterparts in other Customs services in relation to intelligence and investigation;
- To represent the Customs Component in other EULEX units involved in intelligence collection and dissemination;
- To represent the Customs Component on all customs related intelligence related matters with other international organizations including KFOR that can assist the Head of Customs;
- To work closely with the Customs Anti-smuggling and Risk Assessment Advisor to ensure a professional EU Best Practise approach in areas within Law Enforcement not covered in the job description;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Head Border Management Department.

2. Qualifications and experience:

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Management or other related university studies, 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 seven (7) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Management or other related university studies, 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 eight (8) years of relevant and proven full-time professional experience.

OR

- Equivalent Customs education and at least ten (10) years of relevant and proven full-time professional experience.

Specification of experience

- Minimum of five (5) years of professional experience in a middle/higher management position in a European Union customs administration and proven experience in the field of customs Law Enforcement, mainly in the fields of Intelligence and Investigation.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Albanian and/or Serbian language;
- Ability to monitor/mentor/advise local counterparts;
- Theoretical knowledge of current Personnel Management/HRM systems, thinking and “best practice”;
- Experienced in Corporate Service or Support Function reviews;
- Ability to perform under stress and in difficult circumstances;
- Driving licence of Category C.

The Border Police Monitor reports to Airport Team Leader.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) with regard to border police procedures and duties;
- To guide and advise KP Officers in charge of the evaluation;
- To guide and advise KP Officers in charge of the evaluation of immigration requests (application for permission to enter and stay in Kosovo) related to MMA Operations;
- To assist in evaluating requests from third countries on repatriation of people from Kosovo;
- To monitor and advise on deportation procedures of Kosovo citizens;
- To monitor and advise on the observance of human rights standards of INADS;
- To support the operations at the Gates if needed;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as requested by the Airport Team Leader.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, with a minimum of ten (10) years of relevant and proven full-time professional experience;
- OR
- Equivalent education in Police Academy and at least ten (10) years of relevant and proven full-time professional experience.

Specification of experience

- Minimum of five (5) years of relevant and proven full-time Immigration experience;
- Experience in international law enforcement operations in the area of border policing.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for contributing third States.

Advantageous:

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.

Title: **Border Police Monitor - Mobile Team– EK 10369**

Employment regime: **Seconded**

Confirmed Vacancies: 3 Pending Vacancies: 0

The Border Police Monitor reports to Team Leader - Mobile Team.

1. Main tasks and responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA) with regard to border police work in a mobile team throughout Kosovo and on a 24/7 basis, in particular in relation to assessing compliance of local institutions with advice given on the strategic level;
- To conduct specific thematic inspections and performance assessment tasks on border crossing points and customs terminals in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To collect and collate "on the spot" performance statistics that relate to Kosovo's border system, as part of the Mission's benchmarking processes covering all of Kosovo, in particular in the observance of border police legislation and in terms of managerial skills assessments;
- In case of non-compliance, to report to without delay to the Team Leader including recommendations on how to address the situation;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To support the operations at the Gates if needed;
- To undertake any other tasks requested by the Team Leader.

2. Qualifications and experience:

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, with a minimum of ten (10) years of relevant and proven full-time professional experience;

OR

- Equivalent Police education and at least ten (10) years of relevant and proven full-time professional experience.

Specification of experience

- Minimum of five (5) years of relevant and proven full-time border police or CRC Experience;
- Experience in international law enforcement operations in the area of border policing.

Personnel Security Clearance

- No Personnel Security Clearance is needed.

Advantageous:

- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving Licence or Category C.