

EUROPEAN EXTERNAL ACTION SERVICE



**ANNEX I**

**SECOND (2nd) EXTRAORDINARY CALL FOR CONTRIBUTIONS 2011 FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO)**

**ADVERTISEMENT FOR SECONDED/CONTRACTED STAFF MEMBERS**

**Guidelines for Application and Basic Requirements**

<b>Organisation:</b>	EULEX KOSOVO			
<b>Job Location:</b>	Western Balkans Region (Kosovo)			
<b>Staff Regime:</b>	Seconded by contributing States or Seconded / Contracted* Employment regime is indicated in each job description			
<b>Job Titles/Vacancy Notice:</b>	Please refer to the job descriptions			
<b>Deadline for applications:</b>	<b>7 September 2011</b>			
<b>Job Titles/Vacancy Notice:</b>	<b><u>Seconded/Contracted</u></b>			
	<b>Ref.</b>	<b>Name of the post</b>	<b>Vacancies</b>	<b>Available on</b>
	EK 0012	Special Assistant to the Head of Mission	1	ASAP
	EK 0033	Programme Manager	1	ASAP
	EK 0052	Human Rights Expert	1	ASAP
	EK 0056	Deputy Senior Mission Security Officer	1	ASAP
	EK 0060	Security Information Analyst	2	ASAP
	EK 0140	Nurse-General Practice/Emergency Medical Services	1	ASAP
	EK 0479	Special Assistant to Head of Justice	1	ASAP
	EK 0578**	Mission Security Officer (Task Force)	1	ASAP
	<b><u>Seconded</u></b>			
	<b>Ref.</b>	<b>Name of the post</b>	<b>Vacancies</b>	<b>Available on</b>
	EK 0004	Head of Political Office	1	ASAP
	EK 0542	Chief EULEX Prosecutor	1	ASAP
	EK 0543/3	Head of Special Prosecution Office	1	ASAP
	EK 0571	Prosecutor (Task Force)	1	ASAP
EK 0582	Informant Handler/Covert Measures (Task Force)	1	ASAP	

\* International staff contracted by the Head of Mission

\*\* Pending final approval of the planning documents

<p><b>How to apply:</b></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. <b>It is essential that both the job title AND the corresponding reference number are clearly marked in the form.</b> No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. In case more are received by the same candidate only one will be considered, the one submitted through the national authorities being given priority.</p> <p>Completed forms should be sent to the following email <b>only</b>. Please <b>DO NOT SEND</b> to any other addresses. No further documentation is necessary.</p> <p><b>Civilian Planning &amp; Conduct Capability (CPCC)</b>  <b>E-mail: cpcc-kosovoforgen@consilium.europa.eu</b></p>
<p><b>Information:</b></p>	<p>Additional information can be obtained from the EULEX KOSOVO website (<a href="http://www.eulex-kosovo.eu">http://www.eulex-kosovo.eu</a>) or from the following contacts:</p> <p>For questions from national authorities:</p> <p>EULEX KOSOVO  Attn. Ms. Antigone Marana  Tel: +32 (0)2 281 ext. 2630  Antigone.MARANA@ext.eeas.europa.eu</p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources  Tel: +386 43 78  ext. 8878, 8933, 8932, 8844  HumanResources@eulex-kosovo.eu</p>

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Contributing States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009). Personnel seconded from contributing third States are not entitled to receive allowances paid according to document 7291/09 (10 March 2009).

**Contracted Personnel** – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract<sup>1</sup>. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

<sup>1</sup> Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 Nov 2009) sets out the conditions of employment of international contracted staff.

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 State<sup>1</sup> 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.

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

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

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

**Training** – eHest ( <https://ehest.consilium.europa.eu> ) or equivalent. Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

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<sup>1</sup> Canada, Croatia, Norway, Switzerland, Turkey and United States

## **B. Recommended requirements**

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

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

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

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

## **C. Essential documents for selected candidates**

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

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

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

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

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

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

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

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

**D. Additional information on the selection process**

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

**Application form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

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

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

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

**SECOND (2<sup>nd</sup>) EXTRAORDINARY CALL FOR CONTRIBUTIONS 2011 FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO (EULEX KOSOVO)**

**Job Descriptions**

Office of the Head of Mission

HoM Secretariat

**Title: Special Assistant to the Head of Mission – EK 0012**

**Employment regime: Seconded/Contracted**

**Expected Deployment: ASAP**

**Vacancies: 1**

**Category: III Level: 2**

The Special Assistant reports to the Head of Mission.

**Job Description**

- To display a good understanding of Mission objectives, plans and procedures and be able to brief visitors, guests, partners and interested parties on all aspects of the Mission.
- To assist with aspects of Mission visibility - e.g. preparing presentations and materials.
- To assist the Head of Mission with the daily tasks.
- Maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information.
- Take minutes at meetings and conferences; prepare draft reports and documents for Head of Mission in consultation with the Special Advisor.
- To accompany Head of Mission as required to meetings and events and make necessary preparations.
- Schedule appointments and meetings and maintain contacts.
- Conduct administrative tasks required by the Head of Mission.
- Performed other work related duties as requested.

**Job Requirements**

- University degree in Administration or Secretariat (advantage). Specialised Upper Secondary Education will be considered when accompanied by certified substantial experience.
- At least 5 years of work experience in the respective field of work.
- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions - especially training aspects.
- An ability to work to tight deadlines with minimal supervision
- To be in possession of Security Clearance at the level of EU Secret

Title: **Programme Manager – EK 0033**

Employment regime: **Seconded/Contracted**

Expected deployment: **ASAP**

Vacancies: **1**

Category: **II**    Level: **3**

The Programme Managers report to the Head of Programme Office.

### **Job Description**

- To advise and assist the Head of Programme Office in monitoring the implementation of EULEX Kosovo programme portfolio, including benchmarking and evaluation
- To be responsible for ensuring that the programme initiatives and planning are kept updated, in coordination with the police, justice and customs components
- To assist in the development of new project according to the objectives of EULEX mandate, including carrying out SWOT analyses (assessment of Strengths, Weaknesses, Opportunities and Threats) and identifying new benchmarks and monitoring mechanisms
- To assist in the study and proposal of management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the mission.
- To follow internal and external developments relating to EULEX mission programmes and to fully brief the Head of Programme Office accordingly.
- To undertake any other tasks required on behalf of the Head of Programme Office.
- To compile relevant statistics and carry out qualitative analysis/evaluation of Kosovo justice and customs structures/activities related to political and social issues.
- In coordination with Justice and Customs components, to study the Kosovo justice and customs structures with a view to their professional and operational effectiveness, in accordance with the goals of EULEX Kosovo.
- To analyse and assess the developments and achievements of mission goals.

### **Job Requirements**

- An advanced University Degree in Project Management, Human Resources, Business Administration or equivalent academic or professional training.
- Have a minimum of 10 years of relevant experience, with broad professional experience, in legal, administrative and operational aspects of Programme Management.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable.
- An understanding or experience of Rule of Law (Justice and Customs) and/or Civilian Crisis Management interventions - especially training aspects.

Title: **Human Rights Expert – EK 0052**

Employment regime: **Seconded/Contracted**

Expected Deployment: **ASAP**

Vacancies: **1**

Category: **III** Level: **1**

The Human Rights Expert reports to the Head of Human Rights and Gender Office.

### **Job Description**

- To provide information and advice to the Head of Human Rights and Gender Office on human rights issues.
- To collect, coordinate and disseminate all necessary information related to human rights.
- To liaise closely and establish professional working relationship with Kosovo Government, NGOs, civil society, relevant local and international authorities and organisations dealing with human rights.
- To maintain contacts with Kosovo institutions, including judiciary, as well as local and international NGOs, and civil society for the promotion of proper protection of human rights.
- To provide assistance, where necessary, to Kosovo institutions for proper implementation of international and national documents in the area of human rights.
- To analyse the human rights situation (legal and institutional) in Kosovo and identify possible areas of improvement.

### **Job Requirements**

- Advanced University Degree in Law, Political Science or equivalent academic training preferably in Human Rights.
- A minimum of 10 years of relevant professional experience in the area of protection and promotion of human rights.
- Experience in evaluation and improvement of national systems in the area of human rights.
- Extended prior mission experience in the area of human rights will be highly desirable.

Office of the Chief of Staff  
Security Office

Title: **Deputy Senior Mission Security Officer (DSMSO) – EK 0056**

Employment Regime: **Seconded/Contracted**

Expected Deployment: **ASAP**

Vacancies: **1**

Category: **II** Level: **2**

In line with the EU's Policy on security and under the authority of the Senior Mission Security Officer, the Deputy Senior Mission Security Officer (DSMSO) will be responsible for:

### **Job Description<sup>1</sup>**

- To assist the SMSO in ensuring an effective security operation of the Mission
- To replace 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 SOP's 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 affective 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 Department of Administration in matters related to the purchasing of necessary security related equipment and services.
- To carry out other tasks as delegated by the SMSO

### **Job Requirements**

- University degree in security or related fields (or undergraduate degree along with extensive previous experience in security management).
- Minimum 5 years overall professional experience and at least 3 years of professional experience at operational level in the civilian security or military/police field.
- 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.
- Experience in planning and implementing projects. International experience, particularly in crisis areas with multi-national organisations.
- Demonstrated ability to contribute creatively to the development of security strategies and procedures.
- Successful participation in the MSO certification course is desirable
- Previous mission experience with an international organisation and a knowledge of Kosovo in particular and the Balkans in general is desirable.
- Excellent organisational, planning, and time-management skills.
- Need to be in possession of security clearance at the level of Secret UE

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<sup>1</sup> Amended Job description pending new OPLAN approval

Title: **Security Information Analyst – EK 0060**

Employment regime: **Seconded/Contracted**

Expected Deployment: **ASAP**

Vacancies: **2**

Category: **III** Level: **2**

The Security Information Analyst reports to the Senior Security Information Analyst.

### **Job Description**

- To manage and supervise local staff under the authority of the Senior Security Information Analyst.
- To produce incident-based security and travel advisories.
- To prepare, analyse and distribute daily and weekly working papers.
- To maintain and update Security Information Analysis Office security reference sources.
- To prepare Security incident background papers.
- To produce long term assessments, forecasts of the upcoming security situation and issuing travel advisories as required.
- To liaise with designated Diplomatic/Police/Military security information focal points.
- To assist the Senior Security Information Analyst in maintaining continuity of security information analysis efforts.
- To gather comprehensive information about events or actions that may affect the safety and security of EULEX staff and assets within the mission area.
- To conduct risk analysis and threat assessments. To provide briefings to new staff members to the mission on the mission wide security situation.
- To ensure the quick dissemination of security related information.
- To liaise closely with other elements of the security unit in the planning and preparation of security plans or briefs.
- To act as a Deputy in the absence of Senior Security Information Analyst.
- To assist and support the EUCI Security Clearance Registry Officer in the management of EUCI and to act for the Security Clearance Registry Officer in his/her absence.
- To perform any other task as may be assigned by the Senior Security Information Analyst, the S-MSO and the MSO.

### **Job Requirements**

- University degree in a security related field.
- At least 5 years experience in security information analysis in a police or military environment. Proven information analysis, staff and leadership experience required.
- Demonstrated ability to contribute creatively to the development of security strategies and procedures.
- Previous mission experience with an international security organisation and knowledge of Kosovo and larger Balkan issues is desirable.
- Excellent analytical skills.
- Experience of handling nationally classified information and ideally EU Classified Information.
- Excellent presentational skills with experience in delivering Power Point presentations to large audiences in English language.
- To be in possession of security clearance at the level of EU Secret.

**Title: Nurse - General Practice / Emergency Medical Services – EK 0140**

**Employment regime: Seconded / Contracted**

**Expected Deployment: ASAP**

**Vacancies: 1**

**Category: IV**

Under the general supervision of the EULEX Head of Medical Services the registered nurse will report to the Nursing Coordinator and Administrative Officer.

### **Job Description**

- To work in the Out-patient Clinic, the Emergency Room and the nursing facility, as well as member of Ambulance Emergency Medical Services and Mobile Medical Services crews.
- To respond to emergency calls and assist doctors in providing adequate care and performing respective duties in the treatment of the patient.
- To perform ECG, injections, vaccinations, point-of-care laboratory tests and related duties.
- To prepare patients for interventions and escort patients to other medical facilities as required.
- To stay on call as required and to perform shift duties including nights and week-ends.
- To share responsibility for consultation rooms, and keep equipment functional and ready for use.
- To maintain patient records and to exercise confidentiality.
- To perform medical briefing for incoming staff.
- To perform nursing care and generally all activities related to her/his professional capacity.
- To accord patients fair and equal treatment regardless of ethnic background.
- To address work environment, occupational health, preventive medicine, and hospital hygiene issues as well as to organize/promote medical activities/campaigns.
- To actively contribute to the in-service education for nurses and provision of health education.
- To keep the pharmacy database, ensure its integrity/stock status and advise Nursing Coordinator.
- To share responsible for the medical supplies and availability of sufficient equipment.
- To keep the clinic & pharmacy statistic.
- To perform any other related duties as required.

### **Job requirements**

- Qualified Registered Nurse who is a graduate with either an accredited Bachelor in Nursing Programme or and accredited Nursing Diploma Programme; Advanced CPR essential and PHTLS (Pre-Hospital Trauma Life Support) preferred.
- Relevant knowledge and current hands-on experience in relevant clinical nursing essential.
- At least 8 years experience in the application of nursing skill in General Practice, Emergency Medicine and / or Perioperative/Intermediate Care preferred.
- At least 3 years of experience in emergency medicine including pre-hospital work and ambulance and / or helicopter transportations preferred.
- Proficiency in Albanian and / or Serbian would be an asset.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Punctuality; commitment to quality, ability to perform under stress; attention to detail; solid work ethics; willingness to work flexible working hours.
- Ability to prioritize and manage a high workload
- Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity.
- Absolute discretion and trustworthiness.

Title: **Special Assistant to Head of Justice – EK0479**

Employment regime: **Seconded/Contracted**

Expected Deployment: **ASAP**

Confirmed vacancies: **1**

Category: **III** Level: **2**

He/she reports to the Head of Justice Component.

### **Job Description**

- To display a good understanding of Mission objectives, plans and procedures and to be able to brief visitors, guests, partners and interested parties on all aspects of the Mission and the Justice Component in particular.
- To assist on aspects of Justice Component visibility, e.g. preparing presentations and materials.
- Maintain daily contacts with all Component Units, other Mission Components and the Offices of the HoM, DHoM and CoS, with a particular view to ensure the seamless flow of relevant information within the Office of Head of Justice, the Justice Component Units and other Mission offices.
- To ensure the proper handling of confidential documentation and related information passing into, out of, and through the Office of Head of Justice.
- Maintain necessary contacts with local counterparts, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information.
- Take minutes at meetings, and prepare draft reports and documents for the Head of Justice in consultation with Component Units.
- To accompany the Head of Justice as required to meetings and events and make necessary preparations.
- To assist the Head of Justice with daily tasks.
- Performed other work related duties as requested.

### **Job Requirements**

- University degree in a relevant field.
- At least 5 years of relevant work experience in one or more of the following areas: criminal and civil courts, administration of justice, prosecution, penitentiary or forensic; intra- and inter-Mission rule of law coordination and mission senior management support.
- Previous Mission experience, particularly in a similar position, would be an advantage.
- Excellent English language skills. Knowledge of local languages would be an asset. Excellent drafting and reporting skills.
- A thorough understanding of or experience in rule of law and/or civilian crisis management interventions.
- Absolute discretion, reliability and trustworthiness. An ability to work on tight deadlines with minimal supervision and on multiple tasks at the same time.
- To be in possession of security clearance at the level of EU Secret.

## Security Office

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Title: **Mission Security Officer (Task Force) - EK 0578**

Employment regime: **Seconded/Contracted**

Expected Deployment: **ASAP**

Vacancies: **1**

Category: **IV**

The Mission Security Officer (MSO) Task Force (TF), reports to the Senior Mission Security Officer (SMSO).

### **Job Description**

Under the overall guidance of the SMSO:

- To provide personal security advice and support to the Task Force members both in Brussels and in the Mission.
- To develop and maintain a specific security policy and procedures in support of the Task Force staff and ensuring they are followed and periodically reviewed and amended accordingly.
- To gather, analyze and assess information that may affect the safety and security of the Task Force staff.
- To ensure timely and accurate security reporting.
- To carry out threat/risk assessments in order to ensure appropriate security measures are put in place, in a timely and effective manner.
- To conduct regular meetings with the Task Force members in relation to possible threats and risks
- To identify and plan for financial and projected needs of the TF security unit for budgetary planning purposes.
- To oversee use, handling and storage of secure communication equipment
- To closely liaise with designated security information focal points (Diplomatic/Police/Military) in Brussels
- To conduct security training for Task Force members in residential, office, travel and awareness, as well as identifying training needs in other areas.
- Assist IT with setting up and implementing IT Security for the Task Force.
- To produce security based travel advisories when required.
- Other tasks as directed by the Senior Mission Security Officer (SMSO).

### **Job Requirements**

- Graduate of a police or military academy or a recognized civilian security institute;
- Minimum 5 years of experience, including 2 in security-related matters;
- Completion of the European Union Mission Security Officers Certification Course (MSO) desirable; knowledge of the EU security policies and setup highly desirable;
- Prior civilian mission experience with an international organisation and knowledge about Kosovo in particular or the Balkans in general and potential security threats desirable;
- Demonstrated ability to contribute creatively to the development of security strategies and procedures;
- Ability to analyse information;
- Knowledge of IT security desirable;
- The position is based in Brussels. Duty travel might be required at short notice.
- To be in possession of a Security Clearance at the level of EU Secret.

Title: **Head of Political Office – EK 0004**

Employment regime: **Seconded**

Expected Deployment: **ASAP**

Vacancies: **1**

Category: **II** Level: **1**

The Head of the Political Office reports to the Chief of Staff.

### **Job Description**

- To support, assist and advise the Mission management, under the guidance of the Chief of Staff on all political issues relevant for the Mission.
- To monitor political events that may impact on the work of the Mission and closely follow corresponding developments.
- To monitor global diplomatic and political events that may impact on the political situation in Kosovo.
- To prepare concise reports concerning political issues arising in the Mission, and advise the CoS accordingly.
- Carry out analysis and qualitative assessments of political and social implications related to the implementation of all core Mission programmes.
- To analyse, advise upon and monitor the issue of political control over the Kosovo Rule of Law institutions.
- To be responsible for the provision of advice, guidance and training to all Mission members regarding the political structures and current political issues relevant for the work of the Mission.
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission, making good use of the existing structures and the available knowledge and expertise.
- Ensure liaison and coordination with the ICO, EUSR, EC, KFOR, other international organisations, Member States and third country representatives present in Kosovo.
- Ensure liaison with national and international NGOs and civil society operating within the field of Rule of Law in Kosovo.
- To undertake any other tasks required on behalf of the Chief of Staff.

### **Job Requirements**

- Advanced University Degree in Political Sciences, International Relations, Diplomacy, Social Sciences or related field.
- A minimum of 5 years of experience in a similar position and previous progressively responsible experience with more than 10 years overall professional experience.
- Proven managerial experience and ability to manage a team.
- International experience, particularly in crisis areas with multi-national and international organisations, ideally in a political advisory Mission.
- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable.
- Experience in matters relating to the Balkans, particularly with Kosovo. Knowledge of the languages, history, culture and the social and administrative structures of Kosovo is an advantage.
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol.
- Experience in liaison with police, the judiciary, prosecution and customs authorities (desirable).
- To be in possession of a security clearance at the level EU Secret.

## Justice Component

### EULEX Prosecutors

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Title: **Chief EULEX Prosecutor – EK0542**

Employment regime: **Seconded**

Expected Deployment: **ASAP**

Vacancies: **1**

Category: **II** Level: **1**

He/she reports to the Head of Justice Component, being fully autonomous in the exercise of prosecutorial functions.

#### **Job Description**

- To set out the strategic policy for EULEX prosecutors.
- To manage the internal organisation of EULEX prosecutors in order to direct and to supervise the performances of the EULEX Prosecutors to ensure high quantitative and qualitative standards.
- To organize a permanent and consultative dialogue with stakeholders in order to develop a common general criminal policy.
- To take part - in cooperation with courts and police - in the enhancement of mechanisms to ensure efficiency and effectiveness in handling of criminal cases and criminal investigations.
- To inform the Head of Justice Component on developments in the area of prosecution and on the performances of EULEX prosecutors.
- To exchange information on a regular basis with the Kosovo Judicial Council on the performances of the local prosecutors and to advise them on needs for additional training.
- To represent the EULEX Prosecutors in all institutions and organisms in which they participate.
- To direct or - if needed - conduct, in cooperation with Kosovo prosecutors, criminal investigations in the fields of organised crime, war crimes, terrorism, inter-ethnic violence and corruption.

#### **Job Requirements**

- Senior public prosecutor with experience in leading prosecutorial offices/teams.
- Managerial skills.
- Experience in working in an international environment (preferable).
- To be in possession of security clearance at the level of EU Secret

Justice Component

EULEX Prosecutors

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Title: **Head of the Special Prosecution Office – EK 0543/3**

Employment regime: **Seconded**

Expected deployment: **ASAP**

Vacancies: **1**

Category: **II**    Level: **2**

He/she reports to the Chief EULEX Prosecutor.

### **Job Description**

- To set out the strategic policy for EULEX special prosecutors, with the prior approval of the Chief EULEX Prosecutor.
- To manage the internal organisation of EULEX special prosecutors in order to direct and to supervise their performances and to ensure high quantitative and qualitative standards.
- To organize in consultation with Chief EULEX Prosecutor, a permanent and consultative dialogue with stakeholders in order to develop a common general criminal policy.
- To take part - in cooperation with courts and police - in the enhancement of mechanisms to ensure efficiency and effectiveness in handling of criminal cases and criminal investigations.
- To inform the Chief EULEX Prosecutor and the Head of Justice Component on developments in the area of prosecution and on the performances of EULEX prosecutors.
- To direct or - if needed - conduct, in cooperation with Kosovo prosecutors, criminal investigations in the fields of organised crime, war crimes, terrorism, inter-ethnic violence and corruption according to the jurisdiction and competences of the Office.

### **Job Requirements**

- Senior public prosecutor with experience in leading prosecutorial offices/teams.
- Managerial skills.
- Experience in working in an international environment, and previous CSDP and/or Rule of Law training or experience (preferable).
- Knowledge of local languages and culture (preferable).
- To be in possession of security clearance at the level of EU Secret

Title: **Prosecutor (Task Force) – EK 0571**

Employment regime: **Seconded**

Expected deployment: **ASAP**

Vacancies: **1**

Category: **II** Level: **2**

He/she reports to the Lead Prosecutor of the Task Force.

### **Job Description**

- To conduct, under the direction of the Lead Prosecutor of the Task Force, the investigation and the prosecution of the cases assigned to the Task Force.
- To coordinate the overall daily investigative activity within the Task Force.
- To conduct case filing and quality management

### **Job Requirements**

- Advanced University Degree in Law
- At least 10 years of professional experience in legal practice, including at least 5 years of experience as a full-time Prosecutor
- Experience in conducting complex investigations with a transnational character related to war crimes, organised crime or trafficking in human beings would be an advantage.
- Experience in working in an international environment would be an advantage.
- Experience of working in post-conflict environments (desirable)
- Experience of the Balkans, especially Kosovo, and knowledge of local languages considered an asset.
- The selected staff member should be willing to be located either in Pristina or in Brussels.
- To be in possession of security clearance at the level of EU Secret.

Title: **Informant Handler/Covert Measures (Task Force) – EK 0582**

Employment regime: **Seconded**

Expected deployment: **ASAP**

Vacancies: **1**

Category: **III** Level: **3**

He/she reports to the Investigation Team Leader of the Task Force.

### **Job Description**

- To identify, recruit and manage informants who can provide information relating to Serious and Organised Crime and War Crimes.
- To ensure that the identity of the informants remains protected while providing the Task Force with evidential information required.
- To ensure that the applicable laws of Kosovo, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant.
- To perform other duties as assigned

### **Job Requirements**

- Have at least 5 years of experience in the handling of informants in the context of complex investigations.
- University degree or police education and training.
- Ability to organise and arrange large volume of information and data.
- Experience in Intelligence techniques and Criminal Investigation.
- Albanian or Serbian language will be an asset, as well as previous experience in the Balkans and contact with local culture and customs.
- Integrity and understanding of the requirement for strict confidential and absolute trustworthiness in all relations.
- The selected staff member should be willing to be located either in Pristina or in Brussels.
- To be in possession of security clearance at the level of EU Secret.