

# European Union



## Annex 1 EULEX KOSOVO Eleventh Call for Contributions

### Guidelines for Application and Basic Requirements

<b>Organisation:</b>	EULEX KOSOVO
<b>Job Location:</b>	Balkans Region (Kosovo)
<b>Contract 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>16 April 2010</b>
<b>How to apply:</b>	<p>Interested candidates should use the standard application form (Annex II), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. In case more are received by the same candidate only one will be considered, the one submitted through the national authorities being given priority.</p> <p>Completed forms should be sent to the following email <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>
<b>Information:</b>	<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 over 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 <a href="mailto:antigone.marana@consilium.europa.eu">antigone.marana@consilium.europa.eu</a></p> <p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources Tel: 381 (0) 38 222 010 ext. 8878, 8933, 8932, 8931 <a href="mailto:HumanResources@eulex-kosovo.eu">HumanResources@eulex-kosovo.eu</a></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

---

\* International staff contracted by the Head of Mission

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 Third Contributing States is 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 Financial Statement, the duration of the deployment should be of 12 months.

The Civilian Planning and Conduct Capability, CPCC, requests that Contributing States propose candidates for the following international staff positions for EULEX KOSOVO, according to the requirements and profiles described below:

#### **A. Essential requirements**

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

**Citizenship** – Citizenship of a Member State of the European Union (EU) or of a Third Contributing State<sup>2</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.

#### **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.

---

<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 November 2009) sets out the conditions of employment of international contracted staff.

<sup>2</sup> Canada, Croatia, Norway, Switzerland, Turkey and United States

**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 participating/contributing Third State with whom the GSC does not yet 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 EUFI.

**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.

**EULEX KOSOVO**  
**Eleventh Call for Contributions**  
**Annex I - Job Descriptions**

Office of Chief of Staff

Office of Head of Mission

Title: **Chief of Staff– EK 0003**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **I**

Level: **3**

The Chief of Staff reports to the Head of Mission.

**Job Description**

- To supervise, coordinate, and manage the Office of Chief of Staff of the EULEX Mission.
- To direct, communicate and co-ordinate internally with Heads of Mission Components and externally with appropriate International Agencies, including decision memoranda.
- To identify, assign and take appropriate action on incoming requests and correspondence within the HoM Office.
- To oversee the correspondence process to ensure timely and appropriate responses.
- To ensure drafting of reports and other correspondence on behalf of the HoM.
- To ensure that documents, reports and letters are prepared for the HoM.
- To request information and briefing materials for HoM, including documents for use with external agencies and interlocutors.
- To attend internal and external meeting with and on behalf of HoM in order to obtain information for onward transmission to HoM or elsewhere internal/external to the mission.
- To ensure assignments are properly tasked and receive proper follow up.
- To communicate to HoM the status of action items, projects, and/or any other activity to HoM's office.
- To ensure effective communication between Mission Components, Mission Administration and Office of Chief of Staff.
- To be the central point of entry for communication between EULEX and CPCC.
- To perform any other duties as assigned by the HoM.

**Job Requirements**

- Advanced University Degree in Political Sciences, International Relations, Diplomacy, Social Sciences, Business Administration or academic training relevant to the specific post.
- A minimum of 5 years of experience in a similar position.
- International experience preferable, particularly in crisis area with multi-national and international organisations, ideally in a political advisory mission.
- Experience in matters relating to the Balkans, particularly with Kosovo. Knowledge of the language, history, culture and the social and administrative structures of Kosovo are 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 security clearance at the level of EU Secret

Title: **Head of Justice – EK0477**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **I** Level: **3**

He/she reports to the Head of Mission.

### **Job Description**

- To direct and supervise the work of the Justice Component with due regard to the independence of the judiciary.
- To develop and implement the strategic policy for the Justice Component.
- To coordinate with other components of the EULEX Mission.
- To liaise with relevant stakeholders in the area of justice.
- To represent the Justice Component in public.
- To monitor developments within the Kosovo justice system.
- To implement the goals of the EULEX mission in the area of justice in conjunction with the HoM Programme Office.
- To inform and advise the Head of the EULEX mission and the ICR on the implementation of the Status Settlement and on general issues regarding the administration of justice in Kosovo.
- To advise the Kosovo judicial authorities on strategic issues if requested.

### **Job Requirements**

- University degree in Law.
- Professional experience of at least 15 years in the area of justice.
- Knowledge of most of the relevant areas of the Justice Component (criminal and civil courts, administration of justice, prosecution, penitentiary, forensics).
- Managerial skills.
- Extended mission experience.
- To be in possession of security clearance at the level of EU Secret

## Customs Component

---

Title: **Head of Customs/Senior Adviser to the Director General of the Customs Services– EK0461**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **I** Level: **3**

The Head of Customs/Senior Adviser to the Director General of Customs Service reports to the Head of Mission.

### Job Description

- To monitor/mentor/advise the Director General of the Customs Service on strategic operation, policy development and customs management, especially in security-related customs issues.
- To lead the Customs Component; supervise and provide guidance.
- To implement the goals of the Mission in the area of customs in conjunction with the HoM Programme Office.
- To advise on the Customs Service Annual Operational Management Plan.
- To develop the Customs Service towards European standards.
- To help develop customs liaison with Enforcement counterparts in other Customs services.
- To closely co-operate with the European Commission in customs programmes.
- To provide a link at strategic levels within the Mission and external agencies.
- To advise and report to the Head of Mission on Customs operational activities and customs related matters including revenue, trade, corruption, legislation, law enforcement.
- To advise the Ministry of Finance and Economy on Customs fiscal policy.
- To lead the Customs Component and the Customs Monitoring Teams, supervise, provide guidance and coordinate activities conducted by the Unit and the Teams.
- To undertake any other tasks required by the Head of Mission.

### Job Requirements

- Relevant University degree.
- 10 years of professional experience with border, customs and immigration issues preferably, including experience in a senior management position within a European Union Customs Administration.
- A proven track record in all areas of Customs including operational experience in Border Customs Management and Border Monitoring, as well as law enforcement.
- International experience, particularly in crisis areas with multi-national and international organisations is desirable.
- CSDP Mission experience is desirable.
- Knowledge of Albanian and/or Serbian is desirable.
- To be in possession of security clearance at the level of EU Secret

Title: **Chief of EULEX Prosecutors – EK0542**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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 the Justice Component of the Mission on developments in the area of prosecution and on the performances 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

Title: **Deputy Head of Police– EK0155**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **II** Level: **I**

He/she reports to the Head of Police.

### **Job Description**

- To assist in command, coordinate, manage and control the Police Component structure and service, as it relates to Monitor/Strengthening, Executive and Special Police.
- To assist in exercises final and complete control over all EULEX Police personnel and EULEX Police operations.
- To act as the representative of the Head of Police for contacts with senior government officials of the Ministry of Interior, police officials and other officials dealing with police issues, and articulate Mission policy on police matters to above mentioned officials.
- To exercise executive authority in accordance with the Mission Mandate.
- To contribute to the developments of strategies, plans, projects for the EULEX Mission.
- To undertake any other tasks required on behalf of the Head of Police.

### **Job Requirements**

- Advanced University Degree in Social Sciences, Business Administration, Economy, Law, Public Administration, or equivalent academic or professional training relevant to police upper management level required.
- Rank: Brigadier General or equivalent
- To have a minimum of 20 years of effective and extensive police experience at middle and upper management level with broad professional experience in all aspects of Police management.
- Strategic and creative mindset as well as proven decision making ability.
- Excellent negotiation skills, proactive approach and ability to lead.
- International experience, particularly in crisis areas with multi-national and international organizations.
- Diplomatic experience could be desirable.
- To be in possession of security clearance at the level of EU Secret



Title: **Special Advisor to the Head of Mission – EK 0010**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **0** Pending vacancies: **1**

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

The Special Advisor reports to the Head of Mission.

#### **Job Description**

- To advise the HoM in matters related to the EULEX Mission mandate and to assist her/him in carrying out her/his functions.
- To identify, assign and take appropriate actions on incoming requests and correspondence for the HoM and to oversee the correspondent process to ensure timely and appropriate responses.
- To request and summarise information and prepare briefing materials for the HoM, including documents for use with external agencies and interlocutors.
- To attend internal and external meetings with and, where appropriate, on behalf of the HoM in order to obtain information for onward transmission to the HoM or elsewhere internal/external to the EULEX Mission.
- To perform any other duties as assigned by the HoM.

#### **Job Requirements**

- Strong understanding of EULEX mandate and EU Civilian Crisis Management, with previous CSDP mission experience.
- Experience in the Balkans, particularly in Kosovo, with multi-national and international organisations, ideally as a Special Advisor. Knowledge of the languages, history, culture and the social and administrative structures of Kosovo.
- 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 overall professional experience
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol.
- Experience of liaising with Rule of Law institutions (desirable).
- To be in possession of security clearance at the level of EU Secret.

Title: **Special Assistant to the Deputy Head of Mission – EK 0012/1**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

The Special Assistants report to the Deputy 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 Deputy 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 the Deputy Head of Mission.
- To accompany the Deputy 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 Deputy 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. Previous Mission experience, particular in a similar position would be an advantage.
- Excellent English language skills. Knowledge of local languages would be an asset. Good drafting and reporting skills.
- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions - especially training aspects.
- Absolute discretion, reliability and trustworthiness. An ability to work to tight deadlines with minimal supervision
- To be in possession of security clearance at the level of EU Secret

Office of Chief of Staff

Programme Office

Title: <b>Deputy Chief of the Programme Office – EK0032</b>			
Employment regime: <b>Seconded</b>			
Confirmed vacancies: <b>1</b>	Pending vacancies: <b>0</b>	Category: <b>II</b>	Level: <b>2</b>

The Deputy Chief of the Programme Office reports to the Chief of the Programme Office.

#### Job Description

- To advise and assist the Chief of the Programme Office in monitoring the implementation of EULEX Mission 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 the EULEX mission 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 EULEX mission.
- To follow internal and external developments relating to EULEX mission programmes and to fully brief the Chief of the Programme Office accordingly.
- To undertake any other tasks required on behalf of the Chief of the Programme Office.
- To compile relevant statistics and carry out qualitative analysis/evaluation of Kosovo Police Service Service, justice and customs structures/activities related to political and social issues.
- In coordination with Police component, to study the Kosovo Police Service Service structures with a view to their professional and operational effectiveness, in accordance with the goals of the EULEX mission.
- 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 strongly desirable.
- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions - especially training aspects.
- To be in possession of security clearance at the level of EU Secret.

Office of Chief of Staff

Programme Office

Title: <b>Programme Manager – EK 0033</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>1</b>	Pending vacancies: <b>1</b>	Category: <b>II</b>	Level: <b>3</b>

The Programme Managers report to the Chief of the Programme Office.

## Job Description

- To advise and assist the Chief of the 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 Chief of the Programme Office accordingly.
- To undertake any other tasks required on behalf of the Chief of the 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.
- To be in possession of security clearance at the level of EU Restraint.

Office of Chief of Staff

Reporting Office

Title: **Chief Reporting Officer – EK0035**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **II** Level: **I**

The Chief Reporting Officer reports to the Chief of Staff.

## Job Description

- To draft reports on behalf of the Chief of Staff.
- To produce high quality reports according to the Mission needs to be distributed internally and externally, in particular to the chain of command in Brussels (predominantly bi-weekly, monthly and special reports).
- To read incoming reports carefully and – where necessary/appropriate – channel relevant information on to the affected/interested unit/mission member and in accordance to the mission chain of command and decision.
- To analyse and collate the reports on the assessments of all mission activities with other components drawn from other mission reports and partner organisations. To analyse and assess the developments and achievements of mission goals producing analytic reports.
- To be responsible for the collection and filing of relevant documents produced within the mission, including classified and restricted access material, ensuring immediate access to the required documents.
- To ensure collecting, recording and dispatching of mail and correspondence within the mission, overseeing the correspondence process to ensure timely and appropriate responses.

## Job Requirements

- Advanced University Degree in Police Sciences, Languages or Literature, Business Administration or a related field.
- A minimum of 10 years of relevant experience, with broad professional experience, in reporting and analysing of information and 5 years of managerial experience leading a team of experts/professionals.

- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable.
- To have excellent reporting skills including report compilation, analysis, drafting and editing skills.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of security clearance at the level of EU Secret

Office of Chief of Staff

Reporting Office

Title: **Reporting Officer – EK 0036**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

The Reporting Officers report to the Chief Reporting Officer.

### Job Description

- To assist in drafting reports on behalf of the Chief Reporting Officer and the Head of Mission.
- To produce high quality reports according to the mission needs to be distributed internally and externally, in particular to the chain of command in Brussels (predominantly bi-weekly, monthly and special reports).
- To read incoming reports carefully and – where necessary/appropriate – channel relevant information on to the affected/interested unit/mission member and in accordance to the mission chain of command and decision.
- To analyse and collate the reports on the assessments of all mission activities with other components drawn from other mission reports and partner organisations. To analyse and assess the developments and achievements of mission goals producing analytic reports.
- To assist in the collection and filing of relevant documents produced within the mission, including classified and restricted access material, ensuring immediate access to the required documents.
- To assist in collecting, recording and dispatching of mail and correspondence within the mission, overseeing the correspondence process to ensure timely and appropriate responses.

### Job Requirements

- University Degree in Police Sciences, Languages or Literature, Business Administration or related field.
- Have a minimum of 10 years of professional experience with 5 years in reporting and analysing of information.
- To have excellent reporting skills including report compilation, analysis, drafting and editing skills.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of security clearance at the level of EU Confidential.

Office of Chief of Staff

Best Practice Unit / Training and Evaluation

Title: **Trainer – EK 0039**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Chief of Best Practise Unit.

### Job Description

- To assist Chief of Best Practice Unit in the development of suitable pre-mission training package for the EULEX operation.
- To coordinate all issues connected with pre-mission training mainly to be delivered to prospective mission members prior to arrival to the mission area.
- To develop and implement sufficient induction training for all personnel of the Mission.
- To assess training needs throughout the Mission at all levels and act as a focal point in the Mission for organizing training programmes.
- To coordinate the delivery of effective training requirements in support of the mission objectives.
- To provide recommendations to the Chief of Best Practice Unit concerning internal training issues.

- Any other tasks as required by the Chief of Best Practice Unit.

### Job Requirements

- University degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training.
- To have a minimum of 5 years of broad professional experience in administrative and operational aspects of human resources training.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of Security Clearance at the level of EU Restraint.

Office of Chief of Staff

Best Practice Unit / Training and Evaluation

Title: **Weapons/ Firearm Instructor – EK 0039/1**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

The Firearm Instructor reports to the Head of Best Practices Unit (HBPU) of the Office of Chief of Staff of the Head of Mission and will be assigned to the Mission HQ in Prishtinë/Priština.

### Job Description

- To support, assist and advise the HBPU on all training and evaluation issues relevant to the Mission.
- To plan, organize and deliver trainings, produce training materials, report on training activities.
- To participate in the Mission training and evaluation activities from planning to the delivery, evaluation, assessment and improvement of the conducted activities.
- To monitor and analyse the performance and impact of the Mission as well as its individual members that may impact on the work of the unit, and provide analyses and recommendations for further development of the Mission training and evaluation activities.
- To assist in the conceptual development of standards for Best Practices, Training and Evaluation in the European Union and in Kosovo
- To prepare summaries and analytical reports on training and evaluation activities, produce and collect statistical data and information.
- To undertake any other work-related tasks required by the HBPU
- To perform the preparations of shooting exercises and tests
- To analyse the target group
- To take into consideration the current knowledge and security standards relevant to shooting training
- Planning and preparation of effective and targeted shooting training
- Analysis of shooting results and weapon handling
- Appraisal of shooting outcomes and support to improve shooting results
- Evaluation of shooting training
- Performance of shooting test on regular bases
- Documentation of shooting training and tests
- Participation by the development of training concepts
- Excellent knowledge of the applicable law and EULEX Guidelines relevant to Use Of Firearms

### Job Requirements

- Minimum of 5 years experience, excellent knowledge and proven skills in the area of shooting training police
- Excellent knowledge of fire arms, handguns and long barrelled weapons
- Excellent shooting abilities
- Best knowledge of legal precondition to use fire arms
- Proficiency in English, both spoken and written.
- International experience in the subject, i.e. work with international organizations would be an asset.
- Knowledge of the European Union and EU Civilian Crisis Management is an asset.
- Outstanding interpersonal, training and communications skills.
- Modern pedagogical approach, sharp analytical skills and capacity to write syntheses; ability to perform under stress; willingness to work flexible working hours; good multi-tasking and organisational skills.
- Ability to prioritize and manage a high workload on occasions.

- To be in possession of Security Clearance at the level of EU Restraint.

Office of Chief of Staff

Press and Public Information Office

---

Title: **Deputy Head of PPIO/PPI Officer– EK 0042**

Employment regime: **Seconded**

Confirmed vacancies: **1**

Pending vacancies: **0**

Category: **II**

Level: **2**

The Deputy Head of PPIO/PPI Officer reports to the Head of PPIO.

### Job Description

- To deputise the Head of PPIO in her/his absence.
- To assist in conducting and co-ordinating official visits according to the established protocol rules.
- To manage the institutional image of EULEX Kosovo, providing advice and guidance on this issue.
- To create and promote positive media campaigns in support of a transparent public image of EULEX Kosovo.
- To assist in drafting press releases and to act as the alternative EULEX Kosovo spokesperson when required.
- To act as dedicated PPI Officer for one of the components/region or for public outreach.
- To assist in conducting and co-ordinating press conferences.
- To analyse the public impact of the effectiveness of EULEX Kosovo activities.
- To undertake any other tasks required on behalf of the leadership of the Mission.

### Job Requirements

- University Degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or equivalent academic training relevant to the specific post.
- To have a minimum of 10 years of professional experience.
- Excellent analytical abilities and drafting skills in English.
- Deep understanding of the political situation in Kosovo.
- Very good interpersonal skills.
- Experience of diplomacy, negotiations and field work in international organisations (desirable).
- Working experience in Western Balkans.
- Knowledge of local languages a plus.
- To be in possession of security clearance at the level of EU Secret.

Office of Chief of Staff

Legal Office

---

Title: **Legal Expert – EK 0049**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1**

Pending vacancies: **0**

Category: **III**

Level: **1**

The Legal Expert reports to the Chief Legal Advisor.

### Job Description

- 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 analyse local legislation and draft opinions to the Chief Legal Advisor on the legal system in Kosovo and identify possible areas for improvement.
- To act as focal points with respect to all legal matters pertaining to the Mission.
- To be involved in all necessary legal aspects of the Mission.

- To draft legal and administrative guidelines for the Mission.
- To draft legislation, participate in legislative working groups on behalf of the mission and provide legal opinion to the Chief Legal Advisor.
- To draft legal summaries and reports concerning legal issues.
- Any other tasks, as appropriate.

### Job Requirements

- University degree on Law.
- A minimum of 10 years of relevant professional experience.
- Experience in the area of Justice and Rule of Law and proven knowledge of criminal law, civil law, international law and administration of justice.
- Significant experience in Law drafting, including the legislation necessary for the implementation of the EU *acquis communautaire*.
- Experience in the analysis on legislation and draft legislation.
- Experience in evaluation and improvement of national legal systems in the respective areas will be highly desirable.
- To be in possession of Security Clearance at the level of EU Confidential.

Office of Chief of Staff

Human Rights and Gender Office

Title: **Gender Expert – EK 0053**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **2** Pending vacancies: **0**

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

The Gender Experts report to the Chief of the Human Rights and Gender Office.

### Job Description

- To provide information and advice to the Chief of Human Rights and Gender Office on gender issues.
- To direct and oversee mechanisms in the Mission for monitoring, implementation and evaluation of relevant international instruments, including UN Security Council Resolution 1325 (2000) on women, peace and security.
- To perform research and analyses in the field of gender and prepare opinions, briefs, and/or reports.
- To liaise with other components within the Mission, and with Kosovo institutions, including judiciary, as well as local and international NGOs and civil society for the promotion of gender equality.
- To provide assistance, where necessary, to Kosovo institutions for proper implementation of international and national documents on gender related issues.
- In coordination with focal points and other relevant partners, to analyse gender issues in Kosovo and identify possible areas of improvement.
- Performs other tasks as assigned.

### Job Requirements

- Advanced University Degree in Gender Studies, Social Sciences, Development Studies, International Relations, Law or related field.
- A minimum of 10 years of relevant professional experience in international affairs, including 5 years of experience working with gender issues in an international context.
- Extended prior mission experience will be highly desirable.
- To be in possession of security clearance at the level of EU Restraint.

Head of Mission Office

Security Office

Title: **Senior Security Information Analyst – EK 0059**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

The Senior Security Information Analyst reports to the S-MSO and will, through the maintenance of situational awareness, facilitate the coordination of security related information in support of EU security operations within Kosovo.

### Job Description

- To gather comprehensive information about events or actions that may affect the safety and security of EU staff and assets within the mission area.
- To assess all political and social information in relation to mission security.
- To advise the S-MSO on daily basis on the security clearance for movement of personnel within the mission area.
- To review all security threats as they affect the mission and advise on counter measures to such threats.
- To conduct risk analysis and threat assessments.
- To provide up to date security information for the S-MSO's daily/weekly/monthly brief.
- To monitor the Mission wide threat and propose changes to mission security STAGES to the S-MSO as applicable.
- To provide briefings to new staff members to the mission on the mission wide security situation.
- To liaise with other UN Agencies, Police, NATO/KFOR, International Organisations and NGOs with regard to security information.
- 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 perform any other task as may be assigned by the S-MSO.

### Job Requirements

- University degree in a security related field.
- At least 10 years of progressively responsible experience in information analysis in a police or military environment. Proven information analysis, staff and leadership experience required.
- Previous mission experience with an international organisation and a knowledge of Kosovo and wider Balkan issues is desirable.
- Demonstrated ability to contribute creatively to the development of security strategies and procedures.
- Having or being in the position to obtain a SECRET UE security clearance.
- To be in possession of security clearance at the level of EU Secret.

Head of Mission Office

---

Security Office

Title: **Area Security Officer (A-SO) - EK 0062**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **0** Pending vacancies: **1**

Category: **IV**

The ASO reports to the Senior ASO.

### Job Description

- To deputise for the S-ASO when absent from their area of responsibility.
- To provide personal security advice and support to regional based members of the organization.
- To assist in identifying staff training needs in security related areas, as well as designing and delivering training when necessary in cooperation with the Training Officer(s).
- To aid in the development of regional 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 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 at a local regional level.
- To liaise with civilian and military organisations for an assessment of current and possible future threats.
- To maintain a fire evacuation plan and conduct fire drills and training as necessary
- To provide advice and training to staff and dependants on residential security measures
- To Assist S-ASO with the responsibility for local guard force management



- To conduct security training for regional based staff in such subjects as the security management system, responsibilities of wardens and personal security awareness
- To maintain an ongoing evaluation of evacuation routes and resources for use in emergencies, ensuring their availability
- Other tasks as directed by the SMSO

### Job Requirements

- Graduate of a police or military academy or a recognised civilian security institute
- Minimum 5 years of experience, including 2 in security-related matters
- Prior civilian mission experience with an international organisation and knowledge about Kosovo in particular or the Balkans in general is desirable.
- Demonstrated ability to contribute creatively to the development of security strategies and procedures
- To be certified in the use of the weapons required to perform the role in accordance with EULEX Weapons Policy.
- Knowledge of the Balkans region and potential security threats (desirable)
- To be in possession of Security Clearance at the level of EU Secret.

Office of Chief of Staff

Situation Centre

Title: **Situation Centre Operations Officer – EK0075**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **2** Pending vacancies: **0**

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

The Situation Centre Operations Officer reports to Chief of the Situation Centre.

### Job Description

- To monitor all EULEX Kosovo activities assigned, and act as the initial point of contact for headquarters and mission personnel as required.
- To collect, collate and select important information for inclusion in any required daily/weekly/monthly reports.
- To contribute to the production/maintenance of the Situation Centre (SITCEN) contact lists, emergency notification charts and other databases, reports or briefings.
- To advise the Chief on development and maintenance of the SITCEN resources.
- To maintain the SITCEN maps and visual aides, as appropriate.
- To prepare programmatic/substantive drafts when required.
- To foster teamwork and communication among staff in the SITCEN and across the organisational boundaries.
- To collect, analyse and maintain all incoming security reports/information from different resources within mission area
- To prepare situation summaries for the mission in their areas of responsibility (security, military and civil dimensions).
- To prepare, produce and subsequently disseminate the daily security situation reports and/or security/military updates as per the SOP. Ensure that the outputs produced during the duty shift maintain high-quality standards and comply with the relevant requirements; that reports are clear, objective and based on comprehensive and cross-checked data.
- To monitor, in close cooperation with the Mission Police Headquarters Operations Centre, Security operations rooms and SIA cell the security situation in the mission area, with specific reference to the safety of EULEX Mission personnel.
- To carry out duty officer's duties during silent hours, weekends and holidays, acting as the point of contact for senior managers or approved designated offices.
- To review incoming messages, determine urgency and alert the relevant mission elements and responsible staff members according to specific procedures and instructions.
- To provide updated information and analysis of major crises or disasters, which could affect EU operations or mission personnel; and to inform the personnel directly involved in the area concerned.
- To alert and inform key security personnel and senior management of important developments.
- To brief senior managers on the latest developments in the mission area.
- Other duty related tasks as assigned by the Chief of the Situation Centre.

### Job Requirements

- University degree preferably in the fields related with security/emergency management.
- Minimum 5 years experience in a related field and 2 of them in a mission with an international organisation.
- Knowledge of Kosovo and wider Balkan issues is desirable.
- 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 situation centre strategies and procedures.
- Excellent analytical, organisational, planning, and time-management skills.
- To be in possession of security clearance at the level of EU Secret

Head of Mission Office

Counseling and Support Team

Title: **Counseling and Support Team Officer – EK 0083**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

The officer reports to the Head of Counseling and Support Team (CAST).

### Job description

- To conduct counseling, critical incident debriefing and defusing sessions for the EULEX Kosovo personnel.
- To conduct group debriefings.
- To advise and assist the Head of CAST in regards to appropriate action managing stress of individuals and groups after critical incidents effecting personnel in the mission.
- To assist national representatives of contributing nations in regards to appropriate action managing stress of individuals and groups after critical incidents effecting personnel from the respective nation, if requested.
- To assist the Head of CAST in advising the management of the Kosovo Police CAST to achieve short, medium and long term objectives, develop associated plans, and monitor and evaluate performance.
- To monitor, mentor and advise the CAST of the Kosovo Police Service on the further development of policies, directives, documentation, administrative and operational requirements in relation to counseling and support activities.
- To liaise with local and international counterparts acting in the field of critical incident debriefing or peer counseling.
- To compile and present regular managerial assessment and performance reports in regards to the KP CAST as well as recommend further training needs.
- To undertake any other related tasks as required by the Head of CAST.

### Job Requirements

- Degree in applied or occupational psychology or equivalent academic or professional training.
- To have a minimum of 3 years of effective and operational experience.
- Rank: at least Sergeant/Warrant officer or equivalent, preferably in a Police Service.
- Experience in working with CISM (critical incidents stress management). Any other related courses will be considered an advantage.
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach under resource and time constraints.
- Proactive approach, ability to lead and get things done.
- International experience, particularly in crisis areas with multi-national and international individuals and organisations.
- To be in possession of security clearance at the level of EU Confidential

Office of Chief of Staff

Ministry of Internal Affairs

Title: **Legal Advisor to the Ministry of Internal Affairs – EK0175**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **0** Pending vacancies: **1**

Category: **II** Level: **3**

He/she reports to the Senior Advisor to the Ministry of Internal Affairs

### Job Description

- Monitor/mentor/advise the Legal Directorate/Director Legal of the Ministry of Internal Affairs
- Advance the Ministry towards EU compliance and European Standards as regards to legislation
- Advise on related government legislation
- Assist in developing relevant legislation, develop procedures, policies and guidelines to improve operational efficiency within the Ministry
- Advise the Head of the Ministry Unit on legal matters; prepare summaries and reports on legal issues
- Undertake any other tasks required by the Head of the Ministry Unit

### Job Requirements

- Advanced university degree in law, post-graduate degree in Legal or security related studies preferable
- A minimum of 5 years of experience in middle management.
- Extensive knowledge and proven experience in the field of security related legislation, European laws
- International experience, particularly in crisis areas with multi-national and international organisations is desirable
- Experience in public administration structures is desirable
- EU Civilian Crisis Management Course or CSDP mission experience is desirable
- Knowledge of Albanian/Serbian is an advantage.
- To be in possession of security clearance at the level of EU Confidential.

### Administration

Title: **Human Resources/Personnel Officer – EK0093**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **2** Pending vacancies: **1**

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

He/she reports to the Head of Human Resources

He/she reports to the Head of Human Resources. Depending on the internal distribution of tasks, the HR/Personnel Officer will perform some, and not exclusively, of the tasks below.

### Job Description

- To advise and assist the EULEX Staff Members concerning Human Resources/Personnel policies and procedures.
- To assist in the preparations of Calls for Contribution for International Staff and advertisement of vacancies for Local Staff.
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting results and producing consolidated selection reports.
- To advise mission personnel on benefits and entitlements in accordance with established policies.
- To participate in and advice on staffing and organizational structure reviews ensuring consistency with approved financial statement.
- To coordinate the development and review of job descriptions.
- To participate in working groups developing and reviewing Human Resources related policies
- To deal with and advise Staff Members regarding International Staff and Local Staff Insurance Policy and to be the contact point to the Insurers
- To deal with and advice Staff Members on rules and implementation of working hours and time off periods, and maintain attendance records
- To take active part in the Induction Training of EULEX Staff Members
- To maintain updated records in the Personnel database and manage the physical files.
- To conduct classification of international contracted personnel and address any queries pertaining to classification
- To assist the selection process being member of Selection Committee when required.
- To participate in any HR-related project for the development and improvement of internal processes and tools, such as new IT capabilities.
- To perform any other related tasks as required by the Head of Human Resources.

### Job Requirements

- University Degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training.
- To have a minimum of 5 years of professional experience in legal, administrative and operational aspects of human resources.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- To be in possession of Security Clearance at the level of EU Restricted.

#### Administration

Title: **Medical Doctor (Anaesthetist and General Practitioner) – EK 0099/1**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Head of Medical Services

#### Job Description

- As part of the medical team of EULEX, performs basic medical examinations and routine check-ups of EULEX staff/mission members,
- Establish diagnoses and decides on the method of treatment (preventive or curative) of patients.
- Discusses complex cases with the Medical Director; and assists the supervisor in collecting information to substantiate/justify medical evacuations.
- Co-operates closely with medical staff of other international organizations working in the EULEX mission area to exchange information
- To explore options for joint procurement and warehousing of medical instruments and supplies
- Assists the supervisor in research and surveys if additional information on identified medical topics is required.
- Work in the out-patient clinic/ dispensary.
- Undertakes day-to-day clinical duties, e.g. out-patient clinic, perform duties in line with his/hers specialty respond to emergency calls, immunization, etc;
- Refer staff to outside specialists as necessary and follows-up with such cases.
- On call during week-ends and out side working hours.
- Ensures safety of the patients in performance of duty.
- Communicate with patients and updates the Medical Director/ International doctors in the EULEX Clinic in Pristina.
- Maintains patient's records and exercises confidentiality.
- Accords patients fair and equal treatment regardless of ethnic background
- Provide health education.
- Participate in addressing work environment and occupational health issues;
- Actively contribute in planning and organizing preventive and promotive medical fairs.
- Provide hands on training to the local EULEX doctors in his area of expertise.
- Keep detailed statistics and report updates to the Medical Director in the EULEX Clinic in Pristina
- Supervise the medical team during the night shift and weekends (nurse and paramedic).
- Perform other related duties as required.

#### Job requirements

- University degree in medicine with Specialized Anaesthetist / General Practitioner qualifications essential
- Advanced Emergency Medical Skills recognized in the European Union essential.
- Hand on experience in Ultrasound techniques.
- At least 5 years of progressive clinical experience in the field of Anaesthesiology / General Practitioner.
- Excellent spoken and written command of the English language essential. Proficiency in Albanian would be an asset.
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access).
- 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 exceptionally.
- 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.
- To be in possession of security clearance at the level of EU Restraint.

#### Administration

Title: **Intensive Care Unit Nurse – EK0099/5**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **IV**

Under the general supervision of the EULEX Head of Medical Services the registered nurse will report to the designated Head Nurse or Doctor.

#### Job Description

- To work in the out-patient clinic and the Intensive Care Unit and the nursing facility.
- 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 required.
- To perform nursing care and generally all activities related to her professional capacity.
- To accords patients fair and equal treatment regardless of ethnic background
- To assist in providing health education and addressing work environment and occupational health issues;
- To design and implement outreach programs for EULEX Personnel.
- To actively contribute in planning and organizing preventive and promotive medical fairs.
- To actively contribute in the In-service education for nurses.
- To be responsible for the clinic pharmacy; to keep the pharmacy database, ensure its integrity and advise Head Nurse on stock status.
- To be responsible for the medical supplies and availability of sufficient equipment in the Intensive Care Unit.
- To ensure that regional clinic has up-dated medical supplies.
- To receive pharmaceutical from contractor and keep records
- To keep the clinic & pharmacy statistic.
- To update the medical monthly report.
- To perform other related duties as required.
- To be on call as required.

#### Job requirements

- Qualified Registered Nurse who is a graduate with either an accredited Baccalaureate Nursing Programme or and accredited Nursing Diploma Programme with Certificates in ECG and CPR essential.
- Knowledge and hands on experience in clinical (Intensive Care Unit & Emergency) nursing essential.
- at least 8 years experience in the application of nursing skill in an Intensive Care Unit environment preferred.
- Excellent spoken and written command of the English language essential. Proficiency in Albanian would be an asset.
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access).
- 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 exceptionally.
- 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.
- To be in possession of Security Clearance at the level of EU Restraint.

#### Administration

Title: **Registry/Archives Officer – EK0100**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Chief of the Registry & Archives Unit.

### Job Description

- To be responsible for the collection and filling of relevant documents produced within the Mission, including all classified and registered access material, ensuring immediate access to the required documents.
- To propose and implement procedures and guidelines for establishing a system to categorize and manage documents.
- To ensure collecting, recording and dispatching of mail and correspondences within the mission.
- To assist relevant offices in dealing with Information Security issues within the Mission.
- To propose a system of electronic archiving and mail operations.
- To monitor expenses of mailing operations and propose the most cost-effective solutions.
- To undertake any other tasks required on behalf of the Chief of the Registry & Archives Unit.

### Job Requirements

- Education background in Archiving, Administration, Logistics or equivalent experience.
- A minimum of 3 or 5 years of professional experience in an equivalent post.
- In-depth knowledge of archiving systems in international organizations.
- Knowledge of mail handling and security and safety related issues.
- International experience, particularly in crisis areas with multi-national and international organizations.
- To be in possession of Security Clearance at the level of EU Secret.

### Administration

Title: **Chief, Registry & Archives Unit – EK 0100/1**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **II** Level: **3**

He/she reports to the Head of Technical Services

### Job Description

- To develop, implement and manage a comprehensive records management programme in the mission.
- To be responsible for the collection, filling and preservation of manual and electronic records produced within the Mission, including all classified and registered access material, ensuring timely access to the required documents.
- To lead the implementation of Council Information Security Regulations, Data Protection legislation, and Council Archives and records management standards.
- To implement new applications of information technology to archives and records management and make recommendations for their deployment.
- To provide advisory services on recordkeeping practices including needs and business process analysis.
- To develop guidelines, SOPs, training materials and user manuals.
- To train staff in use of the recordkeeping system and provide user support.
- To apply approved retention policies to records, assuring that registration and physical aspects of records transfers meet established standards.
- To ensure that the mission's records storage facilities meet professional standards.
- To promote the importance of information, records and data as a key mission resources and bring information management expertise to a broad span of projects and programmes.
- To participate in budget drafting and facilitate procurement activities related to the Unit.
- To perform other related duties as required by the Head of Technical Services.

### Job Requirements

- Advanced University Degree in Records or Information Management.
- To have a minimum of 10 years of relevant professional experience including administrative skills.
- Significant experience of managing Corporate Information, Records and mail services in international organisations.
- Broad and in-depth knowledge of Council Information Security Regulations, Data Protection legislation, and Council Archives and records management standards.
- Ability to work at a strategic level developing policies and procedures to comply with legislation and good practice.
- Demonstrable management and leadership skills.
- Interpersonal skills, capabilities to work with people from various backgrounds.
- International experience, particularly in crisis areas with multi-national and international organisations

- To be in possession of security clearance at the level of EU Secret.

#### Administration

<b>Title: Intranet &amp; Electronic Records Officer – EK 0100/2</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>1</b>	Pending vacancies: <b>0</b>	Category: <b>III</b>	Level: <b>2</b>

He/she reports to the Chief of the Registry & Archives Unit.

#### Job Description

- To propose and implement procedures and guidelines for establishing a system to categorize, manage and archive electronic documents and intranet content.
- To be responsible for the collection and filing of electronic documents produced within the Mission, including all classified and registered access material, ensuring immediate access to the required documents.
- To develop guidelines, SOPs, training materials and user manuals.
- To liaise with the component Document Management Officers to ensure that electronic records organisation and content management meets mission standards.
- To train staff in use of the electronic recordkeeping system and provide user support.
- To upload, move & update content across a range of websites, folders and applications.
- To check for quality and accuracy, with some re-writing or clean up of content as appropriate.
- To track progress of content migration on a weekly basis.
- To work closely with the web design & communications teams.
- To undertake any other tasks required on behalf of the Chief, Registry & Archives Unit.

#### Job Requirements

- Education background in Information and Records Management or equivalent experience.
- A minimum of 3 years of professional experience in an equivalent post.
- In-depth knowledge of electronic archiving and intranet systems in international organizations.
- Excellent knowledge of MS Office applications.
- SharePoint experience highly desirable.
- International experience, particularly in crisis areas with multi-national and international organizations.
- Interpersonal skills, capabilities to work with people from various backgrounds.
- To be in possession of security clearance at the level of EU Confidential.

#### Administration

<b>Title: IT Officer (Database Administrator) - EK 0113/1</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>1</b>	Pending vacancies: <b>0</b>	Category: <b>III</b>	Level: <b>2</b>

He/she reports to the Chief of IT

#### Job description

- To install new versions of DBMS software, application software, and other software related to DBMS administration.
- To configure hardware and software with the system administrator working closely with the system administrator to perform software installations, and to configure hardware and software for optimal performance.
- To monitor and administer DBMS security, to add and remove users, administer quotas, audit and check security problems.
- To analyze the data stored in the database and to make recommendations relating to performance and efficiency of that data storage in order to make more effective use of indexes, enabling "Parallel Query" execution, or other DBMS specific features.
- To be involved at the preliminary database-design stages.
- To be responsible for the administration of existing enterprise databases and the analysis, design, and creation of new databases.

- To interact with and coach developers in Structured mark-up language scripting.
- To perform backups and restore lost data.
- To establish standards and best practices for SQL.

### Job requirements

- To be in possession of security clearance at the level of EU Confidential.
- University degree in Information Technology or Computer Science or a related engineering degree.
- At least five years of relevant working experience, preferably in an international organization.
- Practical experience in the integration of applications such as document management systems.
- Proven experience in SQL replication, SQL Mirroring, fail-over clustering.
- Good knowledge and experience in SQL Capacity planning, scalability and configuration of SQL clusters.
- Data modeling, database optimization, understanding and implementation of schemas, and the ability to interpret and write complex SQL queries.
- Proactively monitor systems for optimum performance and capacity constraints.
- Technical knowledge of relational database systems, including SQL server administration and support, SQL programming, stored procedures and triggers.
- Good knowledge of Windows System administration.
- Strong *communication skills*, including effective presentation skills and the ability to deliver training courses.
- Strong *interpersonal skills* to establish and maintain good relationships with internal and external counterparts and to work harmoniously in a multicultural/multidisciplinary environment with respect and sensitivity for diversity.
- Very good *problem solving skills* in the area of expertise.
- To be in possession of security clearance at the level of EU Secret.

### Administration

Title: **Telecommunications Officer (Microwave) – EK 0114/1**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Chief of Communications & Information Systems and is assigned to the Communications & Information Systems Section in the Mission HQ in Prishtinë/Priština.

### Job Description

- Manage the installation, commissioning and maintenance/repair of microwave systems plus a wide range of ancillaries and terminal equipment such as CISCO bandwidth managers and routers.
- Prepare ancillary equipment necessary to microwave installation and issue, including programming, and testing of the various systems utilising a wide range of specialised and complex test equipment.
- Assist with the survey (basic path profile and frequency coordination), planning and preparation of the installation of remote communication sites.
- Coordinate the mounting of antennas and feeder lines, plus the installation of auxiliary equipment such as Power Supplies, UPS units, Voltage Regulators, DC converters and various protection and remote control systems.
- Test and tune microwave detectors, mixers and or controlled devices.
- Operate related test equipment (network analyzers, scopes).
- Troubleshoot digital and analogue circuitry to component level.
- Set up the NMS (network monitoring system).
- Initiate unit requisitions for the procurement of equipment, spares and supplies.
- Ensure that regularly scheduled preventative maintenance inspections are carried out and documented.
- Organise the receiving/inspection of new equipment.
- Perform other duties as required.

### Job Requirements

- University degree in Communications or Technical Specialization in Communications or equivalent combination of education, training and practical experience.
- A minimum of 5 years of experience in information and communication technology management with good knowledge in supplies ordering/acquisition and procurement tenders.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).



- Computer literate (Word, Excel, PowerPoint, Access.)
- Good communication skills both oral and written in English.
- Capacity to work under stress and under difficult circumstances.
- Valid driving licence.
- To be in possession of security clearance at the level of EU Secret.

#### Administration

Title: <b>Admin Legal Officer – EK0115/1</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>1</b>	Pending vacancies: <b>0</b>	Category: <b>III</b>	Level: <b>1</b>

Under the general supervision of the Director of Administration & Support the incumbent will report to the Admin Legal Adviser.

#### Job Description

- To provide legal advice and assistance on matters affecting the Department of Administration and Support.
- To advise on legal implications of internal decisions and actions affecting Mission’s operability.
- To assist in drafting and revising of internal administrative regulations and to advise on their legal implications.
- To draft and advise as regards agreements including inter-organizational Memoranda of Understanding; service contracts; and commercial lease arrangements.
- To assess internal administrative procedures in light of local legislation.
- To provide input regarding the legal internal consistency of policies and their consistency with EU regulations.
- To advise on legal solutions to employment issues affecting staff members, taking into account the relevant employment framework.
- To draft and propose procedures, policies and guidelines to improve efficiency and effectiveness of Mission Administration.
- Any other related tasks assigned by the Admin Legal Adviser.

#### Job Requirements

- Advanced University Degree in Law and successful completion of any related national legal qualification examinations.
- A minimum of 5 years of professional legal experience.
- International experience preferable, particularly in crisis areas with international organisations, ideally in a legal advisory capacity.
- Excellent interpersonal and communication (written and oral) skills.
- Experience in the field of Administration, preferably in international organizations.
- Familiarity with EU policies will be an asset.
- To be in possession of security clearance at the level of EU Confidential.

#### Administration

#### Regional Deployment

Title: <b>Regional Human Resources/Personnel Officer – EK 0121</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>0</b>	Pending vacancies: <b>1</b>	Category: <b>III</b>	Level: <b>3</b>

He/she reports to the Regional Administration Co-ordinator. However, he/she will receive technical instructions and guidance from the respective line Manager in the main Headquarters.

#### Job Description

- To support Human Resources/Personnel based in HQ in preparing and managing deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments and termination/ends of mission.
- To keep the record of attendance records and duty rosters, pension funds, and all relevant personnel related issues.
- To submit vacancies and new job descriptions and process applications
- To maintain rosters and databases as appropriate.

- To implement the existing personnel administration rules for EULEX operations in the Regional Office.
- To conduct job analyses for all posts within the Regional Office in consultation with line managers and propose changes in the job descriptions accordingly.

### Job Requirements

- University Degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training.
- To have a minimum of 3 years of relevant professional experience, with broad professional experience of 5 years
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- To be in possession of security clearance at the level of EU Restricted.

Administration

Regional Deployment

Title: **Regional General Supplies & Services Officer – EK 0122**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Regional Administration Co-ordinator. However, he/she will receive technical instructions and guidance from the respective line Manager in the main Headquarters.

### Job Description

- To apply General Supplies and Logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies in the Regional Office.
- To provide logistical support to all personnel in the Regional Office in regards to required assets to fulfill their tasks, such as computers, vehicles, furniture, telecommunications, stationary, etc.
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Regional Office, ensuring systems in place for replacement and repair.
- To coordinate the provision of material and office space.
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.
- To build and keep updated the inventory of assets in the Regional Office.
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy.
- To identify needs of goods and/or services specifically required for its 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 assist in managing and maintaining a comprehensive database of expendable and non-expendable items.
- To receive, review, analyze, assign, process and track certified requisitions submitted for procurement action.
- To draft specifications for issuing tenders related to his/her area of responsibility.
- To prepare and issue solicitations, requests or invitations to quote, bid or proposals to registered and potential suppliers in cooperation with the corresponding services in the Headquarters.

### Job Requirements

- Technical Specialization in Logistics, Engineering, Administration or equivalent combination of education, training and practical experience.
- To have a minimum of 3 years of professional experience at middle management in logistics related matters. Be familiar with project environment.
- Good awareness of different product and services markets and industrial business networks.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- To be in possession of security clearance at the level of EU Restraint.

Administration

Title: **Regional Transportation / Fuel Supply Officer – EK0123**

Employment regime: **Seconded/Contracted**

He/she reports to the Regional Administration Co-ordinator. However, he/she will receive technical instructions and guidance from the respective line Manager in the main Headquarters.

### Job Description

- To be responsible for managing the transport system within the area of responsibility of the Regional Office, including vehicles controls, mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover.
- To provide advice, support and training on transport related matters to mission members in the Regional Office.
- To identify current and future needs and place subsequent requests to the Headquarters, ensuring the necessary storage, distribution and allocation of motor vehicles and associated equipment.
- To identify needs of goods and/or services specifically required for its 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 liaison with the Headquarters for maintaining the management system including coordination and supervision of storage, allocation and distribution, consumption and future needs.
- To ensure the effective management of logistics databases, inventories and lists of equipment on the items related to his/her field of expertise.

### Job Requirements

- Technical Specialization in Logistics, Engineering, Administration or equivalent combination of training and practical experience.
- To have a minimum of 3 years of professional experience at middle level management in logistics related matters. Be familiar with project environment.
- Knowledge of logistics databases and inventory procedures
- Good awareness of different product and services markets related to vehicles.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- To be in possession of security clearance at the level of EU Restraint.

### Police Component

Executive Department

Title: **Intelligence Analyst – EK0080**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/ she reports to the Head of the Financial Intelligence Centre and is assigned to the Financial Intelligence Centre.

### Job description

- To conduct inputting complex financial data into the FIC database(s).
- To perform intelligence searches on FIC and external registers and databases.
- To creating clear and concise financial intelligence reports for dissemination to the appropriate authorities concerning possible money laundering or terrorism financing violations.
- To conduct internal audits of the methodology utilized by the FIC related to the accessing, processing, analysing, compiling and disseminating complex financial data.
- To conduct internal on the job training in utilizing investigative and analysis software
- To conduct compliance inspections of financial institutions and other obligors.
- To operate with FIC/IT personnel in developing and improving existing databases
- To perform other duties as assigned by the FIC Management.

### Job Requirements

- University degree and/or an advanced degree in International Relations, Political Science, Economics or Public Administration, Communications or Technical Specialization in Engineering, Communications or equivalent combination of education, training and practical experience. Degree or equivalent police training and experience in the field of Financial Intelligence.

- 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.
- Familiarity with the historical, political and cultural situation in the Balkans and awareness of the political sensitivity of the work to be undertaken. Demonstrated organisational, supervisory and interpersonal skills.
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.
- To be in possession of Security Clearance at the level of EU Secret

Police Component

Operations and Planning Cell

**Title: Chief Police Operations Room – EK 0165**

Employment Regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Deputy Head of Police.

#### **Job Description**

- To be responsible for supervision of the work of the OPS Centre.
- To ensure the production of accurate required reports relating to operational and monitoring activities.
- To liaise closely with the Mission SitCen.
- To perform any other tasks as assigned.

#### **Job Requirements**

- A minimum of 8 years of effective and extensive operational police experience.
- Academic training relevant to police middle management levels required.
- Supervisory and management experience in an operational/active national police environment desirable.
- Rank: Captain/Chief Inspector or equivalent.
- International policing experience preferable.
- To be in possession of security clearance at the level of EU Secret

Police Component

Operations and Planning Cell

**Title: Police Operations Room Shift Supervisor, 24/7 – EK 0166**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to Chief OPS Room Supervisor.

#### **Job Description**

- To be responsible for supervision of the work of the Ops Centre on his/her shift.
- To ensure the production of accurate required reports relating to operational and monitoring activities.
- To prepare duty roosters in accordance with the OPS Centre shift schedule.
- To liaise closely with the Mission SitCen.
- To perform any other duties as assigned.

#### **Job Requirements**

- A minimum of 5 years of effective and relevant operational police experience.
- Academic training relevant to police lower/ middle management levels required.
- Supervisory and management experience in an operational/active national police environment.
- Rank: Lieutenant/Inspector or equivalent.
- International policing experience preferable.
- To be in possession of security clearance at the level of EU Secret.

**Title: Police Operations Room Operator 24/7 – EK 0167**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/she reports to the Shift Supervisor.

**Job Description**

- To prepare accurate reports relating to operational and monitoring activities during his/her shift.
- To perform any other duties as assigned.

**Job Requirements**

- A minimum of 3 years of effective and extensive operational police experience.
- Relevant Police training.
- Rank: Warrant officer or equivalent.
- International policing experience preferable.
- To be in possession of security clearance at the level of EU Secret.

**Title: Advisor to the KP Chief of Staff – EK 0190**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Deputy Head of Police

**Job Description**

- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the staff level
- To provide technical, tactical and constructive advice in mentoring and monitoring the KP Chief of Staff regarding the planning and preparation of solutions to the operational and logistical problems and, in case of need, correct improper decisions
- To assist KP Chief of Staff in developing internal and external professional working relationships
- To facilitate police coordination and information exchange
- To define short, medium and long term objectives, develop associated plans, and monitor and evaluate performance to ensure that KP Staff related objectives are achieved
- To produce written reports as requested by the EULEX Mission concerning the performance and effectiveness of the KP Chief of Staff
- To make relevant recommendations for further development in the area of responsibility of the KP Chief of Staff
- To conduct related tasks required or delegated by the Deputy Head of Mission
- To undertake any other tasks required on behalf of the Mission management

**Job Requirements**

- Degree or equivalent police training and experience in relevant field of specialisation
- Minimum 8 years of effective and extensive operational police experience desirable
- Rank: at least Captain or equivalent
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach and motivate staff
- Ability to prioritize and manage a demanding workload
- Previous International policing experience in CSDP Mission desirable particularly in crisis areas with experience in working with multinational and international organisations
- To be in possession of security clearance at the level of EU Secret

Title: **Chief Advisor to the Head of KP Public Order – EK0192**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **II** Level: **3**

He/she reports to the Chief Advisor to KP Operations.

### **Job Description**

- Overall responsibilities for monitoring, mentoring and advising in the Public Order for Public Order KP department including Traffic Police, Community Policing and Planning and Development
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in the department compliant with national and international legislation.
- To provide technical, tactical and constructive advice in mentoring and monitoring the department regarding planning for pro-active and re-active police operations and, in case of need, correct improper decisions
- To support the development of Strategic planning by the Department and consistent with Kosovo wide strategies
- To assist Head of KP Public Order Department in developing internal professional working relationships and coordination
- To produce regular written reports as requested by the mission concerning the performance and effectiveness of the KP management and the evolution of the KP and to make relevant recommendations for further development.
- To ensure that all current policies and directives are communicated to the relevant international and national staff under his/her supervision.
- To manage mission monitors and define short, medium and long term objectives, develop associated plans, and monitor and evaluate performance to ensure that KP objectives are achieved.
- To coordinate and monitor the implementation of the programs and projects into the department
- To advise, monitor and mentor the KP Public Order in management and implementation of project and to support the local ownership of the process
- To report to the Chief of the police component about all personnel issues affecting the mission members within the Region
- To assess the performance of international police officers under his/her supervision
- To represent the mission in steering boards, working groups, etc.
- To undertake any other tasks required on behalf of the Mission management

### **Job Requirements**

- Degree or equivalent police training and experience in relevant field of specialisation.
- Minimum 13 years of effective and extensive operational police experience desirable, at least five of which will have been at senior management level in command of a district or specialist department.
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach and motivate staff.
- Ability to prioritise and manage a demanding workload.
- Previous International policing experience in CSDP Mission desirable particularly in crisis areas with experience in working with multinational and international organisations
- To be in possession of security clearance at the level of EU Confidential.
- Knowledge of project management theories and practises would be an asset.

Title: **Traffic Police Advisor – EK0195**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Chief Advisor to Head of KP Public Order.

### **Job Description**

- Overall responsibilities for coordination, management and project implementation within Traffic Police Department
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in the Department
- To provide technical, tactical and constructive advice in mentoring and monitoring the KP regarding planning for the implementation of TP and, in case of need, correct improper decisions
- To support the development of Strategic TP planning in the KP consistent with Kosovo wide strategies
- To produce regular written reports as requested by the EULEX mission concerning the performance and effectiveness of the senior management level in the department and to make relevant recommendations for further development.
- To define short, medium and long term objectives, develop associated plans, and monitor and evaluate performance to ensure that KP objectives are achieved.
- To advise, monitor and mentor the KP in management and implementation of project and to support the local ownership of the process
- To represent the mission in steering boards, working groups, etc.
- To undertake any other tasks required on behalf of the Mission management

### Job Requirements

- Degree or equivalent police training and experience in relevant field of specialisation.
- Minimum 8 years of effective and extensive operational police experience desirable.
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach and motivate staff.
- Ability to prioritise and manage a demanding workload.
- Previous International policing experience in CSDP Mission desirable particularly in crisis areas with experience in working with multinational and international organisations
- To be in possession of security clearance at the level of EU Restricted.

### Additional Requirement

- Knowledge of project management theories and practises would be an asset.

### Police Component

Strengthening Department

Title: **Chief Advisor to KP Regional Commander – EK 0197**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **III** Level: **I**

He/she reports to the Chief Advisor to KP Operations.

### Job Description

- To assume administrative responsibilities for the coordination, management and project implementation including administration within the Advisors for the RHQ and the Chief Advisors to PS.
- To manage a RHQ field office, to advise on the establishment, coordination and the configuration of the police Region
- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements at the regional level and in compliance with relevant legislation.
- 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 support the development of Strategic planning by the Regional Commander and consistent with Kosovo-wide strategies
- To assist KP Regional Management in developing internal professional working relationships and coordination with neighbouring police units
- To facilitate police coordination and information exchange
- To produce written reports as requested by the Mission concerning the performance and effectiveness of the regional senior management level and the evolution of the Kosovo Police Service (KP)
- To make relevant recommendations for further development of the KP Regional Senior Management level.

- To liaise and cooperate with other Kosovo and international stakeholders operating into the Region
- To ensure that all current policies and directives are communicated to the relevant international and national staff under his/her supervision.
- To manage the monitors and define short, medium and long term objectives, to develop associated plans, and to monitor and evaluate performance to ensure that KP objectives are achieved.
- To coordinate and monitor the implementation of the programs and projects run in the region
- To advise, monitor and mentor the KP Regional commander regarding project management and implementation and to support the local ownership
- To report to the Head of Police about all personnel issues affecting the mission members within the Region
- To represent the mission in steering boards, working groups, etc.
- To undertake any other tasks required on behalf of the Mission management

### Job Requirements

- University Degree or equivalent police training and experience in relevant field of specialisation.
- Minimum 10 years of effective and extensive operational police experience and, preferably, at least five of which will have been at senior management level in command of a district or specialist department.
- Rank: Captain/Chief inspector or equivalent
- Previous International policing experience in CSDP Mission will be desirable, particularly in crisis areas with experience in working with multinational and international organisations
- Knowledge of and experience in project management will be an asset.
- To be in possession of security clearance at the level of EU Confidential.

### Police Component

#### Strengthening Department

Title: **Advisor to KP Operations (Regional HQ) – EK0198/1**

Employment regime: **Seconded**

Confirmed vacancies: **3** Pending vacancies: **0**

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

He/she reports to the Chief Advisor to KP Regional Commander.

### Job Description

- To provide technical, tactical and constructive advice in mentoring and monitoring the planning for pro-active and re-active police operations and, in case of need, correct improper decisions at the Regional level.
- To support the development of tactical planning by the KP RHQ middle management
- To support the development of internal professional working relationships and coordination with neighbouring police units
- To produce written reports concerning the performance and effectiveness of the middle level management of the station and the evolution of the KP
- To make relevant recommendations for further development of the KP middle management level in the region.
- To monitor the cooperation with other local and international stakeholders operating in the Area of Responsibility
- To support the implementation of the short, medium and long term objectives of the mission and to evaluate the performance of KP ensuring that the objectives are achieved.
- To benchmark the evolution of projects in the Area of Responsibility
- To advise, monitor and mentor the KP officers in project management and implementation and to encourage the local ownership
- To undertake any other tasks required on behalf of the Mission management

### Job Requirements

- University Degree or equivalent police training and experience in relevant field of specialisation.
- Minimum 8 years of effective and extensive operational police experience desirable, with management skills of basic police Units/sections or specialist department.
- Rank: Captain/Chief inspector or equivalent
- Previous International policing experience in CSDP Mission desirable particularly in crisis areas with experience in working with multinational and international organisations
- Knowledge of and experience in project management will be an asset.
- To be in possession of security clearance at the level of EU Confidential.



Title: **Advisor to KP ROSU (Regional HQ) – EK0198/2**

Employment regime: **Seconded**

Confirmed vacancies: **6** Pending vacancies: **1**

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

He/she reports to the Chief Advisor to KP Regional Commander.

### **Job Description**

- To provide technical, tactical and constructive advice in mentoring and monitoring the planning for pro-active and re-active police operations and, in case of need, correct improper decisions at the Regional level.
- To support the development of tactical planning.
- To support the development of internal professional working relationships and coordination with neighbouring police units.
- To produce written reports concerning the performance and effectiveness of the ROSU.
- To make relevant recommendations for further development of the ROSU.
- To monitor the cooperation with other local and international stakeholders operating in the Area of Responsibility.
- To support the implementation of the short, medium and long term objectives of the mission and to evaluate the performance of KP ensuring that the objectives are achieved.
- To benchmark the evolution of projects in the Area of Responsibility.
- To undertake any other tasks required on behalf of the Mission management.

### **Job Requirements**

- University Degree or equivalent police training and experience in relevant field of specialisation.
- Minimum 8 years of effective and extensive operational police experience desirable.
- Previous experience in the area CRC.
- Rank: Captain/Chief inspector or equivalent
- Previous International policing experience in CSDP Mission desirable particularly in crisis areas with experience in working with multinational and international organisations
- Knowledge of and experience in project management will be an asset.
- To be in possession of security clearance at the level of EU Confidential.

Title: **Chief Police Station Advisor – EK 0199**

Employment regime: **Seconded**

Confirmed vacancies: **10** Pending vacancies: **1**

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

He/ she reports to the Chief Advisor to KP Regional Commander.

### **Job Description**

- To assume administrative responsibilities for the coordination, management and project implementation including administration within the Advisors to the Police Station.
- To advise the Station Commander on the establishment of necessary policies, directives, documentation, administrative and operational requirements at station level compliant with national and international legislation and best practices.
- To provide technical, tactical and constructive advice in mentoring and monitoring the Station Commander regarding planning for pro-active and re-active police operations and, in case of need, correct improper decisions.
- To support the development of operational planning issues by the Station Commander in order to be consistent with Kosovo-wide strategies.

- To assist the Kosovo Police (KP) Station Commander in developing internal professional working relationships and coordination with neighbouring police units.
- To produce written reports as requested concerning the performance and effectiveness of the management level of the station and the evolution of the KP
- To make relevant recommendations for further development of the management level of the Station.
- To liaise and cooperate with local and international stakeholders operating in the area of responsibility.
- To manage Monitors and define short, medium and long term objectives, develop associated plans, and to monitor and evaluate performance to ensure that KP objectives are achieved.
- To coordinate and monitor the implementation of the programs and projects at the Station level.
- To advise, monitor and mentor the KP Station Commander in project management and implementation and to encourage the local ownership.
- To facilitate police coordination and information exchange.
- To report to the Regional Chief Advisor about all personnel issues affecting the mission members within the Station.
- To represent the mission in steering boards, working groups, etc.
- To undertake any other tasks required on behalf of the Mission management.

### Job Requirements

- University Degree or equivalent police training and experience in relevant field of specialisation.
- Minimum 5 years of effective and extensive operational police experience, and preferably experience at the middle management level in command of a district or specialist department.
- Rank: Lieutenant/Inspector or equivalent.
- Previous International policing experience in CSDP Mission desirable particularly in crisis areas with experience in working with multinational and international organisations
- Knowledge of and experience in project management will be an asset.
- To be in possession of security clearance at the level of EU Confidential.

### Police Component

#### Strengthening Department

Title: **Advisor to KP Operations Department/Police Station level – EK0200**

Employment regime: **Seconded**

Confirmed vacancies: **14** Pending vacancies: **2**

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

He/ she reports to the Chief Police Station Advisor.

### Job Description

- To provide technical, tactical and constructive advice in mentoring and monitoring the planning for pro-active and re-active police operations and, in case of need, correct improper decisions.
- To support the development of tactical planning by the middle management.
- To support the development of internal professional working relationships and coordination with neighbouring police units.
- To produce written reports concerning the performance and effectiveness of the middle level management of the station and the evolution of the Kosovo Police (KP) and to make relevant recommendations for further development.
- To monitor the cooperation with local and international stakeholders operating in the Area of Responsibility.
- To support the implementation of the short, medium and long term objectives of the mission and evaluate the performance of KP to ensure that the objectives are achieved.
- To benchmark the evolution of projects into the station.
- To advise, monitor and mentor the KP station commander in project management and implementation and to encourage the local ownership.
- To undertake any other tasks as required.

### Job Requirements

- University Degree or equivalent police training and experience in relevant field of specialization.
- Minimum 3 years of effective and extensive operational police experience desirable, with management skills of basic police Units/sections or specialist department.
- Rank: Warrant officer or equivalent.

- Previous International policing experience in CSDP Mission desirable particularly in crisis areas with experience in working with multinational and international organizations
- Knowledge of and experience in project management will be an asset.
- To be in possession of security clearance at the level of EU Restricted.

Police Component  
Strengthening Department

Title: **Advisor to the Head of KP Specialized Units “Special Police” – EK 0204**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category **II** Level **3**

He/she reports to the Chief Advisor to the Head of KP Specialized Units

#### **Job Description**

- To act as a mentor/advisor to KP Heads of Specialized Units Directories in his/her everyday activities and monitor all SU issues relevant to his /her assigned position.
- To assist KP Heads of SU Directories in all operational and administrative functions.
- To perform managerial skill assessment on regular basis.
- To provide career development advice.
- To be responsible of all administrative and operational duties related to the personnel assigned to the SU.

#### **Job Requirements**

- University degree in Police Science, Law or equivalent law enforcement training.
- Rank: Lt Colonel/Major or equivalent.
- A minimum of 10 years of police service and 5 in supervisory position within Special Police Units at upper/middle management level.
- To have operational experience in SP Units such as Special Police Operations, Intervention Group, Close Protection Unit, IEOD/EOD, K9, Crowd and Riot Control.
- Experience in international law enforcement organisations.
- Experience in civilian and military cooperation (desirable).
- English language required.
- To be in possession of security clearance at the level of EU Confidential

Police Component  
Strengthening Department

Title: **Advisor to KP First Intervention Team (FIT) – EK 0207**

Employment regime: **Seconded**

Confirmed vacancies: **3** Pending vacancies: **0**

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

He/she reports to the Team Leader Advisor to the KP First Intervention Team (FIT).

#### **Job Description**

- To act in a mentors/advisors team assigned to Kosovo Police Service (KP) SIG/FIT unit and support the FIT members in their everyday activities and to monitor the issues relevant to their tasks.
- To assist KP officers in all the functions and missions related to the special function given to this KP unit.
- To perform professional skill assessment on regular basis.
- To provide targeted advice concerning the best way to carry out the given tasks.
- To provide to the Chief Advisor to the KP FIT timely information/assessment on the activities/performances conducted by the concerned KP personnel.

#### **Job Requirements**

- University degree in Police Science, Law or equivalent law enforcement training for the advisors team leader.
- Rank: Warrant officer or Police Officer
- A minimum of 10 years of police service.
- Operational experience minimum 5 years in Special Police Operations or Intervention Group.

- Experience in international mission and law enforcement organisations.
- English language required
- To be in possession of security clearance at the level of EU Restricted.

Police Component  
Strengthening Department

---

Title: **Advisor to KP Close Protection Unit (CPU) – EK 0210**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/ she reports to the Team Leader Advisor to the KP Close Protection Unit (CPU).

### Job Description

- To act in a mentors/advisors team assigned to KP CPU and support the CPU members in their everyday activities and to monitor the issues relevant to their tasks.
- To assist KP officers in all the functions and missions related to the special function given to this KP CPU.
- To perform professional skill assessment on regular basis.
- To provide targeted advice concerning the best way to carry out the given tasks.
- To provide to the Chief Advisor to the KP CPU timely information/assessment on the activities/performances conducted by the concerned KP personnel.

### Job Requirements

- Rank: Warrant officer or Police Officer
- A minimum of 10 years of police service.
- Operational experience minimum 5 years in CPU and managerial experience.
- Experience in international mission and law enforcement organisations.
- English language required
- To be in possession of security clearance at the level of EU Restricted.

Police Component  
Strengthening Department

---

Title: **Team Leader Advisor to KP K9 Unit – EK 0212**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Chief Advisor to the Head of Kosovo Police (KP) Specialized Units.

### Job Description

- To be Team leader and responsible of the work and organization of the work of the advisors Team assigned to KP K9 unit.
- To act as main mentor/advisor to KP Dog handlers in their everyday activities and to monitor the issues relevant to their tasks.
- To assist specifically KP K9 unit commander in his tasks and provide support in mission preparation and operations.
- To perform professional skill assessment on regular basis.
- To provide targeted advice concerning the best way to carry out the given tasks.
- To provide to the Chief Advisor/Advisors to the Head of KP SU timely information/assessment on the activities/performances conducted by the concerned KP personnel.

### Job Requirements

- Rank: Lieutenant/ Warrant Officer
- A minimum of 10 years of police service.
- Operational experience minimum 5 years in Police K9 Unit and managerial experience.

- Experience in international mission and law enforcement organizations desirable.
- To be in possession of security clearance at the level of EU Restricted.

Police Component  
Strengthening Department

Title: **Advisor to KP K9 Unit – EK 0213**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Team Leader Advisor to the KP K9 Unit

### Job Description

- To act in a mentors/advisors team assigned to KP K9 unit and support the K9 unit members in their everyday activities and to monitor the issues relevant to their tasks.
- To assist KP Dog handlers in all the functions and missions related to the special function given to this KP CPU.
- To perform professional skill assessment on regular basis.
- To provide targeted advice concerning the best way to carry out the given tasks.
- To provide to the Chief Advisor to KP K9 timely information/assessment on the activities/performances conducted by the concerned KP personnel.

### Job Requirements

- Indicative desirable rank: Warrant officer or Police Officer.
- A minimum of 10 years of police service.
- Operational experience minimum 5 years in Police K9 Unit.
- Experience in international mission and law enforcement organisations
- To be in possession of security clearance at the level of EU Restricted.

Police Component  
Strengthening Department

Title **Advisor to KP IEOD/EOD – EK 0216**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/she reports to the Team Leader Advisor to the Head of Kosovo Police (KP) Specialized Units

### Job Description

- To act in a mentors/advisors team assigned to KP IEOD/EOD unit and support the IEOD/EOD unit members in their everyday activities and to monitor the issues relevant to their tasks.
- To assist KP De-miners in all the functions and missions related to the special function given to this KP IEOD/EOD unit.
- To perform professional skill assessment on regular basis.
- To provide targeted advice concerning the best way to carry out the given tasks.
- To provide to the Chief Advisor to the KP IEOD/EOD timely information/assessment on the activities/performances conducted by the concerned KP personnel.

### Job Requirements

- Rank: Warrant officer or Police officer.
- A minimum of 10 years of police service.
- Operational experience minimum 5 years in IEOD/EOD unit and managerial experience.
- Experience in international mission and law enforcement organisations desirable
- English language required.
- To be in possession of security clearance at the level of EU Restricted.

Title: <b>Team Leader Advisor to Regional Crime Squad/Deputy Regional Commander for Investigation – EK 0226</b>	
Employment regime: <b>Seconded</b>	
Confirmed vacancies: <b>0</b> Pending vacancies: <b>1</b>	Category: <b>III</b> Level: <b>1</b>

He/she reports to the Chief Advisor to the KP Crime Department.

### Job Description

- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to major and serious criminal offences 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 major and organised crime within Kosovo and to provide guidance with complex and diverse enquiries.
- To assist Kosovo Police Service (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 produce written reports concerning the progression of enquires 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 manage the KP major and serious crime investigators in accordance with short, medium and long term objectives
- To undertake any other tasks required on behalf of the supervisor.

### Job Requirements

- University degree or equivalent police training and experience in relevant field of specialisation.
- Minimum of 10 years of extensive operational police experience, 5 of which will have been as supervisor/manager of a unit or team within the required field of specialisation.
- Previous International policing experience will be desirable.
- Supervisory experience of major case handling.
- To be in possession of security clearance at the level of EU Confidential

Title: <b>Advisor to Regional Crime Squad/Specialized Crime – EK 0227</b>	
Employment regime: <b>Seconded</b>	
Confirmed vacancies: <b>2</b> Pending vacancies: <b>0</b>	Category <b>III</b> Level <b>2</b>

He/she reports to the Chief Advisor to the Regional Crime Squad.

### Job Description

- 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 major and organised crime within Kosovo and to provide guidance with complex and diverse enquiries.
- To assist KP in respective areas 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 produce written reports concerning the progression of enquires 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 manage the KP major and serious crime investigators to agree 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 tasks as required

### Job Requirements

- University degree or equivalent police training and experience in relevant field of specialisation.
- Minimum of 10 years of extensive operational police experience within the required field of specialisation.
- Previous International policing experience desirable.
- Supervisory experience of major case handling.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Strengthening Department

Title: **Advisor to Regional Crime Squad/General Crime – EK 0228**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/she reports to the Chief Advisor to the Regional Crime Squad.

### Job Description

- 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 major and organised crime within Kosovo and to provide guidance with complex and diverse enquiries.
- To assist Kosovo Police Service (KP) in respective areas 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 produce written reports concerning the progression of enquires 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 manage the KP major and serious crime investigators to agree 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 tasks as required

### Job Requirements

- University degree or equivalent police training and experience in relevant field of specialisation.
- Minimum of 10 years of extensive operational police experience within the required field of specialisation.
- Previous International policing experience desirable.
- Supervisory experience of major case handling.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Strengthening Department

Title: **Advisor to Regional Crime Squad/Forensics – EK0229**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/she reports to the Chief Advisor to the Regional Crime Squad.

### Job Description

- 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 major and organized crime within Kosovo and to provide guidance with complex and diverse enquiries.
- To assist Kosovo Police (KP) in respective areas 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 Organized Crime.
- To produce written reports concerning the progression of enquires and the development of local staff and to make relevant recommendations for further development.
- To liaise with relevant national and international organizations to review current policies and operating principles.
- To manage the KP major and serious crime investigators to agree short, medium and long term objectives, develop associated plans, and monitor and evaluate performance to ensure that KP organizational objectives are achieved.
- To undertake any other tasks as required.

### Job Requirements

- University degree or equivalent police training and experience in relevant field of specialization.
- Minimum of 10 years of extensive operational police experience within the required field of specialization.
- Previous International policing experience desirable.
- Supervisory experience of major case handling.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Strengthening Department

Title: **Advisor to Police Investigations (Police Station level) – EK0231**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/she reports to the Chief Advisor to Regional Crime Squad.

### Job Description

- 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 crime within Kosovo and to provide guidance with complex and diverse enquiries.
- To assist Kosovo Police (KP) in respective areas in developing professional working relationships with neighbouring PS and regions in order to increase cooperation in the investigation of cross border Major and Organised Crime.
- To produce written reports concerning the progression of enquires 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 crime investigators to agree 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 tasks as required.

### Job Requirements

- University degree or equivalent police training and experience in relevant field of specialisation.
- Minimum of 7 years of extensive operational police experience within the required field of specialisation.
- Previous International policing experience desirable.
- Supervisory experience of major case handling.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Strengthening Department



Title: **Advisor to Police Investigations/Mobile Patrol (Police Station level) – EK0232**

Employment regime: **Seconded**

Confirmed vacancies: **4** Pending vacancies: **1**

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

He/she reports to the Chief Advisor to Regional Crime Squad.

### **Job Description**

- 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 crime within Kosovo and to provide guidance with complex and diverse enquiries.
- To assist KP in respective areas in developing professional working relationships with neighbouring PS and regions in order to increase cooperation in the investigation of cross border Major and Organised Crime.
- To produce written reports concerning the progression of enquires 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 crime investigators to agree 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 tasks as required.

### **Job Requirements**

- University degree or equivalent police training and experience in relevant field of specialisation.
- Minimum of 7 years of extensive operational police experience within the required field of specialisation.
- Previous International policing experience desirable.
- Supervisory experience of major case handling.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Strengthening Department

Title: **Chief Adviser to Inter-Ethnic Crime Investigations – EK 0237**

Employment regime: **Seconded**

Confirmed vacancies: **0** Pending vacancies: **1**

Category **II** Level **3**

He/she reports to the Chief Advisor to the KP Crime Department

### **Job Description**

- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to inter-ethnic crime investigations, which comply with national and international legislation.
- To provide technical, tactical and constructive advice to support, mentor and monitor KP investigators in relation to initiating pro-active and re-active operations to reduce and disrupt inter-ethnic crime within Kosovo and to provide guidance with complex and diverse enquiries.
- To assist the KP in respective areas in developing professional working relationships with neighbouring PS and regions in order to increase cooperation in interethnic-crime investigations.
- To produce precise written reports concerning the progression of enquires and the performance 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 inter-ethnic crime investigators to agree 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 tasks required on behalf of the supervisor.

### **Job Requirements**

- University degree or equivalent police training and experience in relevant field of specialisation.
- Minimum of 10 years of extensive operational police experience within the required field of specialisation with at least 5 in a managerial capacity
- Previous international policing experience desirable.
- Supervisory experience of major case handling.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Strengthening Department

**Title: Advisor to Inter-Ethnic Crime Investigations – EK 0238**

Employment regime: **Seconded**

Confirmed vacancies: **5** Pending vacancies: **0**

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

He/ she reports to the Chief Advisor to the Inter-Ethnic Crime Investigations

### Job Description

- To provide technical, tactical and constructive advice to support, mentor and monitor Kosovo Police (KP) investigators in relation to initiating pro-active and re-active operations to reduce and disrupt inter-ethnic crime within Kosovo and to provide guidance with complex and diverse enquiries.
- To assist the KP in respective areas in developing professional working relationships with neighbouring PS and regions in order to increase cooperation interethnic- crime investigations.
- To produce precise written reports concerning the progression of enquires and the performance 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 inter-ethnic crime investigators to agree 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 tasks required on behalf of the supervisor.

### Job Requirements

- University degree or equivalent police training and experience in relevant field of specialisation.
- Minimum of 5 years of extensive operational police experience within the required field of specialisation.
- Previous international policing experience desirable.
- Supervisory experience of major case handling.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Strengthening Department

**Title: Chief Advisor to the KP Directorate of Criminal Analysis (DCA) – EK 0240**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category **II** Level **3**

He/she reports to the Chief Advisor to the KP Crime Department.

### Job Description

- To be responsible for the Monitoring of the Kosovo Police Service (KP) officers within his/her assignment area. Liaise, advise and assist to the KP Head of DCA.
- To monitor all DCA KP Intelligence/Analysis issues relevant to assigned section and monitor Team Leader's activities and investigations.
- To monitor all KP Intelligence issues to assigned section (Intelligence supervision/ coordination).
- To supervise and guide all Monitors assigned to the DCA.
- To submit a paper copy of any non-compliance or breach of international policing standards, human rights or failure to comply with KP PPM reports in conjunction with the KMIS report.

- To coordinate with other Monitors any operational plans, tasks or functions requiring Police Monitor participation.
- To monitor and liaise between KP DCA and other KP Sections, Department of Justice (DoJ), KFOR units, CIU, other agencies and police units abroad.
- To monitor the contact between KP and the agencies involved in Criminal Intelligence.
- To perform quarterly managerial assessments of his/her KP counterparts.

#### **Job Requirements**

- University degree or equivalent academic training relevant to police upper/middle management levels required.
- A minimum of 10 years of effective and extensive operational police experience with at least 5 years at upper/middle management level.
- Minimum rank of Major, Chief Inspector/Captain or equivalent in police force.
- Background in Organised Crime investigations and intelligence/analysis is preferable.
- Take an active approach in problem solving.
- Proven decision-making ability at upper/middle management level.
- International policing experience preferable.
- To be in possession of security clearance at the level of EU Secret

#### Police Component

#### Strengthening Department

Title: **Advisor to Chief of Criminal Intelligence/Analysis of KP Directorate of Criminal Analysis (DCA)-EK 0241**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/ she reports to the Chief Adviser to KP DCA

#### **Job Description**

- To liaise, advise and assist the Chief of Criminal Intelligence/Analysis KP DCA.
- To be responsible for the Monitoring of Kosovo Police Service (KP) officers within his/her assignment area.
- To advise and monitor all DCA KP Intelligence/Analysis issues relevant to assigned section and monitor Chief's Criminal Intelligence/Analysis activities and investigations.
- To advise and monitor all KP Intelligence issues to assigned section (Intelligence supervision/ coordination).
- To supervise and guide all Monitors assigned for DCA.
- To submit a paper copy of any non-compliance or breach of international policing standards, human rights or failure to comply with KP PPM reports in conjunction with the KMIS report.
- To coordinate with other Monitors any operational plans, tasks or functions requiring Police Monitor participation.
- To advise, monitor and liaise between KP DCA and other KP Sections, Department of Justice (DoJ), KFOR units, CIU, other agencies and police units abroad.
- To advise and monitor the contact between KP and the agencies involved in Criminal Intelligence.
- To perform quarterly managerial assessments of his/her KP counterparts.
- To guide and coordinate the work and performance of all Advisors to the Regional Intelligence Units of KP.
- May be required to conduct duties of the Chief Adviser to the KP Directorate of Criminal Analysis in his/her absence.

#### **Job Requirements**

- Degree or equivalent academic training relevant to police upper/middle management levels required.
- To have a minimum of 10 years of effective and extensive operational police experience at upper/middle level management level experience.
- Must have supervisory background.
- At least Major, Chief Inspector/Captain or equivalent in police service.
- Background in Organised Crime investigations and intelligence/analysis is desirable.
- Take an active approach in problem solving.
- Proven decision-making ability at upper/middle management level.
- International policing experience desirable.
- To be in possession of security clearance at the level of EU Confidential.

Title: **Advisor to KP Regional Intelligence Unit – EK 0245**

Employment regime: **Seconded**

Confirmed vacancies: **4** Pending vacancies: **0**

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

He/ she reports to the Chief Advisor to KP DCA.

### **Job Description**

- To liaise, advise and assist with the Team Leader of the KP Regional Intelligence Unit (RIU).
- To be responsible for the Monitoring of Kosovo Police Service (KP) officers within his/her assignment area.
- To submit a paper copy of any non-compliance or breach of international policing standards, human rights or failure to comply with KP PPM reports in conjunction with the KMIS report.
- To coordinate with other monitors any operational plans, tasks or functions requiring Police Monitor participation.
- To monitor the contact between KP RIU Police Officers and DCA.
- To monitor the contact between KP and the agencies involved in Criminal Intelligence.
- To perform quarterly managerial assessments of his/her KP counterparts.
- To perform any other duties as assigned.

### **Job Requirements**

- Supervisory background compulsory.
- Intelligence/analysis background compulsory.
- A minimum rank of Inspector/Lieutenant or equivalent in police service.
- Background in Organised Crime investigations and intelligence/analysis is preferable.
- Possession of an active approach in problem solving.
- International policing experience preferable.
- A minimum of 5 years of extensive operational police experience (middle management level experience desirable).
- To be in possession of security clearance at the level of EU Confidential.

Title: **Advisor to Trafficking in Human Beings Investigation Section/ KP Directorate of Organised Crime – EK0248**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/ she reports to the Chief Advisor to the KP Directorate of Organised Crime.

### **Job description**

- To liaise with the KP officers from DOC / OCI for trafficking in human beings.
- To be responsible for the monitoring of the Kosovo Police Service (KP) officers within his/her assignment area.
- To liaise with the Ministry of Justice, OSCE, IOM and other agencies that could support investigations on trafficking of human beings.
- To monitor all DOC KP Intelligence/Analysis reports relevant to his/her assigned section.
- To monitor all DOC KP trafficking of human beings investigations; information gathering and operations issues within his/her assigned section (Investigations supervision/coordination).
- To coordinate with other Monitors any operational plans, tasks or functions requiring Police Advisor participation.
- To monitor the contact between OCIS KP and the agencies involved in the fight against trafficking of human beings.

## Job Requirements

- A University degree in law/ police sciences or equivalent law enforcement training.
- A minimum rank of Chief inspector /Captain or equivalent in a police service
- Background in Organised Crime investigations and undercover operations, especially in trafficking of human beings, is desirable.
- Possession of an active approach in problem solving.
- Ability to supervise.
- A minimum of 10 years of extensive operational police experience, desirably with middle management level experience.
- To be in possession of security clearance at the level of EU Confidential.

Police Component

Strengthening Department

Title: **Advisor to Support & Service Section/Directorate of Organised Crime – EK 0251**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/ she reports to the Chief Advisor to the Kosovo Police (KP) Directorate of Organized Crime.

## Job Description

- To liaise with the KP officers from the Support and Service Section within the Directorate of Organized Crime.
- To be responsible for the Monitoring of the Kosovo Police (KP) officers within his/her assignment area.
- To advise KP counterparts on all data storage issues.
- To monitor all KP Lawful Interception issues to the assigned section (interception supervision/coordination).
- To liaise with other KP sections, the Ministry of Justice, the Department of Justice and others who provide support to the interceptions or are provided with support by lawful interception team.
- To coordinate with other monitors any operational plans, tasks or functions requiring Police Monitor participation.

## Job Requirements

- University degree in law/ police sciences or equivalent law enforcement training.
- A minimum rank of Chief inspector /Captain or equivalent in a police service
- Computer skills compulsory.
- Experience and understanding in interception of telecommunications is preferred.
- Computer network administration skills are preferred.
- Active approach in problem solving.
- A minimum of 10 years of extensive operational police experience, desirably with middle management level experience.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Strengthening Department

Title: **Advisor to the KP Department of Admin and Support Services – EK 0254**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category **II** Level **3**

He/she reports to the Chief Advisor to the KP Administration.

## Job Description

- To act as an advisor and mentor to the Head of the KP ‘Department of Admin and Support Services’ on all issues related to his/her assigned position.

- To guide and monitor the Department in revising existing policies, esp. ‘Human Resources Policy’, ‘Logistics Policy’ and ‘Information Management Policy’.
- To mentor and advise the Department in the derivative of personnel and information management issues, weapon authorization related issues and secondary deployment as well as to employment of support staff as appropriate.
- To advise and assist in personnel, budget, procurement, IT & Comms, logistics and facility management related financial issues.
- To advise in evaluating, reviewing and refining KP’s recruitment procedures, selection processes for vacancies and promotion as well as purchasing and alienation processes
- To initiate a process for the development of a social benefit system for KP.
- To oversee compilation and presentation of regular managerial assessment and performance reports of KP ‘Department of Admin and Support Services’ and its Directorates as well as recommend further training needs.
- To assist the Department in further development of professional relationships with other Kosovo authorities as well as with international counterparts acting in the respective field of competence associated to personnel related legislation/regulations and EULEX mission members.
- To assess the performance of the Department in carrying out its duties ensuring professionalism, impartiality and independence in the implementation of the finance and budget regulations.
- To initiate preparation and analysis reports with regards to KP finance and budget planning and execution, proposing/recommending changes and improvements.
- To assist in relevant projects and meetings either with international bodies or KP.
- To provide recommendations about the effective management of administrative files and databases with regards to KP finance and budget issues.
- Substitute to the Chief Advisor to KP Administration and able to perform all duties of the Chief Advisor to KP Administration Pillar.
- To undertake any other tasks as assigned by the Chief Advisor to the KP Administration Pillar.

#### Job Requirements

- Advanced Degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training relevant to police middle management level required.
- Rank: Major/Superintendent or above or equivalent civil servant position within a Police Service.
- To have a minimum of 15 years of effective and extensive police management experience at middle management level with broad professional experience in all aspects of human resources management and personnel development.
- Proactive approach and ability to lead.
- International experience preferable, particularly in crisis areas with multi-national and international organisations.
- To be in possession of Security Clearance at the level of EU Confidential

#### Police Component

#### Strengthening Department

Title: **Advisor to KP Directorate of Personnel – EK 0255**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **III** Level: **I**

He/she reports to the Chief Advisor to the Kosovo Police (KP) Administration.

#### Job Description

- To advise and mentor the Head of ‘Directorate of Personnel’ in key areas of all Human Resources related issues, esp. in developing a comprehensive Human Resources Strategy including a model for personnel development.
- To advise and guide the Head of the Directorate concerning Human Resources/Personnel policies and procedures in order to ensure wide compliance.
- To act as an advisor and mentor to the Head of the Directorate on all issues related to his/her assigned position.
- To guide and monitor the Directorate in revising existing job descriptions as well as in developing a sound model of defined roles and ranks for every position with the KP.
- To mentor and advise the Directorate in the derivative of personnel rosters and databases as appropriate.
- To advise and assist in the deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments, termination, attendance records, duty rosters, pension funds, and other relevant personnel related financial issues.

- To assist and mentor in evaluating, reviewing and refining KP recruitment procedures and selection processes for vacancies as well as the promotion process.
- To advise and assist in initiating a process for the development of a social benefit system for KP.
- To compile and present regular managerial assessment and performance reports of his/her KP counterpart(s) and the Directorate as well as recommend further training needs.
- To assist the Directorate in further development of professional relationships with other Kosovo authorities as well as with international counterparts acting in the respective field of competence associated to personnel related legislation/regulations and mission members.
- To undertake any other tasks as assigned by the Chief Advisor to the KP Administration Pillar.

### Job Requirements

- University degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training relevant to police middle management level required.
- Rank: Captain/Chief Inspector or above or equivalent civil servant position within a Police Service.
- To have a minimum of 10 years of effective and extensive police management experience at middle management level with broad professional experience in all aspects of human resources management and personnel development.
- Proactive approach and ability to lead.
- International experience preferable, particularly in crisis areas with multi-national and international organizations.
- To be in possession of security clearance at the level of EU Confidential.

### Police Component

#### Strengthening Department

Title: <b>Advisor to KP Directorate of Logistics – EK 0258</b>			
Employment regime: <b>Seconded</b>			
Confirmed vacancies: <b>1</b>	Pending vacancies: <b>0</b>	Category: <b>III</b>	Level: <b>1</b>

He/she reports to the Chief Advisor to the KP Administration

### Job Description

- To act as a monitor and advisor to the Head of Kosovo Police Service (KP) ‘Directorate of Logistics’ on all contract issues.
- To advise and assist the Directorate in evaluating implemented procedures regarding fleet- and facility- and supply management in accordance with established professional and transparent policies and procedures of KP.
- To assist and guide the Directorate in evaluation and further development of operational management procedures including coordination, planning and information collection regarding all logistical issues in accordance with KP policies and procedures, including recommends for derivatives.
- To mentor, advise and assist on the assessment of internal KP fleet-, facility- and supply- management process as well as internal (long-term) planning activities.
- To advise and monitor the Directorate in further development of controlling processes and benchmark programs.
- To assist the Directorate in further development of professional relationships with KP internal customers, other Kosovo authorities and international counterparts, as well as with EULEX mission members.
- To compile and present regular managerial assessment and performance reports of his/her KP counterpart(s) and the Directorate as well as recommend further training needs.

### Job Requirements

- Degree in Economics, Public Administration, Business Administration, Law or equivalent academic or professional training relevant to supervisory/management level.
- Rank: Captain/Chief-Inspector or above or equivalent civil servant position within a police service.
- To have a minimum of 10 years of effective and extensive operational experience, preferably at a supervisory level.
- Experience in using legally established professional and transparent contracting procedures in accordance with European Union and Kosovo legislation and regulations.

- Experience in development of contractual general conditions, specific terms and forms of contracts and contract review as well as auditing.
- Proactive approach and ability to lead.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of security clearance at the level of EU Confidential

Police Component

Strengthening Department

Title: **Advisor to KP Directorate for IT & Communications – EK0260**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **1**

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

He/she reports to the Chief Advisor to the KP Administration

### Job Description

- To act as an advisor and monitor to the Head of KP ‘Directorate for IT & Comms’ on all issues related to his assignment.
- To advise the Directorate in evaluating existing KP IT and Communications procedures in accordance with established professional and transparent policies and procedures of Kosovo legislation and regulations on local licensing and contracting, including recommendations for derivatives.
- To advise and assist the Directorate in the further development of a sound IT & Comms policy, including -management and -coordination in order to provide this kind of technical support to the most effective and efficient extend.
- To advise and monitor in further developing investment and cost control processes and benchmark programs using analysis methods, e.g. ‘ Total cost of Ownership (TCO) ’.
- To assist and mentor in the evaluation of KP training regarding Information Technology related issues both for IT/Comms personnel and Police Officers in general in close cooperation with KP ‘Department of Training’.
- To assist and mentor the Directorate in implementation and development of data bases for administration and executive matters.
- To assist and mentor in the evaluation of internal KP IT/Comms development, procurement and implementation processes as well as internal (long-term) investment and procurement planning activities.
- To assist the Directorate in further development of professional relationships with other Kosovo authorities as well as with international counterparts acting in field of IT/Communications and EULEX mission members both on technical and policing related matters.
- To compile and present regular managerial assessment and performance reports of his/her KP counterpart(s) and the Directorate as well as recommend further training needs.

### Job Requirements

- Degree in information and communications technology or equivalent academic or professional training.
- To have a minimum of 10 years of effective and extensive operational experience in a Police Service, preferably at a supervisory level.
- Experience in project-development, -implementation as well as utilization of IT/Comms projects in accordance with European Union and Kosovo legislation and regulations and project-guidelines.
- Experience in project management, IT/Comms administration and - maintenance.
- Proactive approach, ability to lead and ‘get things done’.
- Excellent computer skills both hard- and software related.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of Security Clearance at the level of EU Confidential

Police Component

Strengthening Department

Title: **Advisor to KP Regional Chief for Admin and Support – EK0264**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Chief Advisor to the KP Administration.



## Job Description

- To act as a mentor/advisor to the Chief Regional Admin and Support respectively the Kosovo Police (KP) BBP Director of Administrative and Support in his/her every day activities and monitor all administrative issues relevant to his/her assigned position
- To support his/hers counterpart in establishing of strategies in order to develop plans and programs according to human resources and finance related issues as well as logistical needs for the Region/BBP and provide administrative and logistical analysis
- To advise and support on all personnel, finance and logistic related matters, ensuring necessary deployment of personnel and distribution of logistical resources
- To monitor and advise upon all personnel related matters, including management of human resources, duty rosters, leaves, deployment, promotions and coordinating training requirements
- To perform managerial skills assessment on a regular basis
- To provide career development advice
- To perform other duties as assigned

## Job Requirements

- Degree in Police Sciences, Social Sciences, Law, Business Administration or equivalent law enforcement training.
- Rank: minimum Lieutenant/Inspector or equivalent.
- To have a minimum of 5 years of police experience, including at least 2 years in related human resources, financial or logistics planning.
- A demonstrable ability to effectively manage and 'get things done'.
- Experience in international law enforcement operations
- To be in possession of security clearance at the level of EU Confidential.

Police Component

Strengthening Department

Title: **Chief Advisor to the Professional Standards Unit – EK0266**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **III** Level: **I**

He/she reports to the Chief Advisor to the KP Administration

## Job Description

- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to disciplinary offences.
- To advice, mentor and monitor national staff in relation to reduce disciplinary offences within the PPS, 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 tasks required on behalf of the supervisor.

## Job Requirements

- Degree or equivalent police training and experience in relevant field of specialisation.
- Minimum of 10 years of extensive operational police experience, two of which will have been as supervisor/manager of a unit or team within the required field of specialisation.
- Rank: Captain/Chief-Inspector or above.
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach.
- Previous International policing experience desirable.
- Supervisory experience of major case handling.

- Ability to work with other national and international organisations.
- To be in possession of security clearance at the level of EU Confidential.

Police Component  
Strengthening Department

Title: **Advisor to Professional Standards Unit (Regional) – EK 0269**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Chief Advisor to the PSU

### Job Description

- To advise, mentor and monitor national staff in relation to reduce disciplinary offences within the Kosovo Police Service (KP).
- To provide assistance and support to the KP/PSU in developing excellent 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 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 tasks required on behalf of the supervisor.

### Job Requirements

- Degree or equivalent police training and experience in relevant field of specialisation.
- Minimum of 5 years of extensive operational police experience within the required field of specialisation.
- Rank: Lieutenant/Inspector or equivalent.
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach.
- Previous International policing experience desirable.
- Ability to work with other national and international organizations.
- To be in possession of security clearance at the level of EU Confidential.

Police Component  
Strengthening Department

Title: **Advisor to Document Advisor Unit/Border Police (HQ) – EK0277**

Employment regime: **Seconded**

Confirmed vacancies: **0** Pending vacancies: **1**

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

He/she reports to the Advisor to the Assistant Commissioner for Border Police.

### Job Description

- To act as a mentor/advisor to KP Document Advisor Unit of Border Police in his/her every day activities.
- To monitor the supervision of the documents advisor at the Pristina Airport.
- To support the KP in obtaining latest international document samples.
- To monitor the liaison/cooperation of KP Document Advisor Unit with public prosecutors, liaison offices and other institutions.
- To performs any other duties as assigned.

### Job Requirements

- Experienced Police officer, at least 10 years of experience.
- Minimum rank of Warrant officer or equivalent..
- Experienced document advisor.
- Experience in international law enforcement operations in the area of Border policing desirable.
- To be in possession of security clearance at the level of EU Restricted.

Title: **Advisor to Investigation/Intelligence Unit Border Police (HQ) – EK 0279**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Advisor to the Assistant Commissioner for Border Police.

### **Job Description**

- To act as a mentor/advisor to Kosovo Police Service (KP) Investigation Unit of Border Police in his/her every day activities
- To monitor all relevant Border Police HQ Investigation and Intelligence issues focusing on tactical, legal and administrative requirements
- To monitor the respect of human rights, especially in cases of trafficking of human beings, deportation and forced returns
- To monitor all KP strategic and tactical investigation planning
- To perform any other duties as assigned

### **Job Requirements**

- Experienced Border/criminal investigations/intelligence Police officer
- A minimum rank of Lieutenant, Inspector or equivalent.
- A minimum of 5 years of relevant experience and at least 2 years directly related to the position
- Management skills of basic police units
- Experience in international law enforcement operations in the area of Border policing/criminal investigations/intelligence desirable
- To be in possession of security clearance at the level of EU Confidential.

Title: **Advisor to Regional Commander Border Police – EK0283**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Advisor to the Assistant Commissioner for Border Police.

### **Job Description**

- To act as a mentor/advisor to the Kosovo Police (KP) Regional Commander in his/her every day activities and monitor all border issues relevant to his/her assigned position
- To assist the KP Regional Commander in all operational and administrative matters
- To monitor the liaison between the KP Border Police and other actors within the region focused on Integrated Border Management, especially cross border cooperation on local level
- To perform managerial skills assessment on a regular basis
- To provide career development advice
- To represent the EU Police at all major functions
- To act as the Senior EU Border Police Officer – be responsible for the operation and administration of EU Border Police responsibilities within the Region's AOR
- To perform other duties as assigned

### **Job Requirements**

- A University degree in Police Sciences, Social Sciences, Law, Business Administration or equivalent law enforcement training.
- A minimum rank of Captain, Chief Inspector or equivalent.
- To have a minimum experience of 10 years in a related position within Border Police and desirably with upper/middle management level experience

- Experience in international law enforcement operations in the area of Border policing.
- To be in possession of Security Clearance at the level of EU Confidential.

Police Component  
Strengthening Department

Title: **Advisor to Deputy Regional Commander (OPS) – EK0284**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Advisor to Regional Commander Border Police.

### Job Description

- To act as a mentor/advisor to the KP Deputy Regional Cmdr (Ops) in his/her every day activities and monitor all border issues relevant to his/her assigned position.
- To assist the KP Deputy Regional Cmdr (Ops) in all operational matters such as operational planning, contingency plans, handling of major incidence etc.
- To monitor the performance of the KP Deputy Regional Cmdr during major operations and while supervising the Station and Gate Commanders.
- To perform managerial skills assessment on a regular basis.
- To provide career development advice.
- To act as the deputy to the Advisor of the Regional Commander.
- To perform any other duties as assigned.

### Job Requirements

- A University degree in Police Sciences, Social Sciences, Law, Business Administration or equivalent law enforcement training.
- A minimum rank of Captain, Chief Inspector or equivalent.
- A minimum of 10 years of border police management experience, including at least 2 years in related operational planning.
- A demonstrable ability to effectively manage and deliver in a timely manner.
- Experience in international law enforcement operations in the area of Border policing.
- To be in possession of security clearance at the level of EU Confidential.

Police Component  
Strengthening Department

Title: **Advisor to Operational Planning Unit of Border Police (Regional HQ) – EK 0285**

Employment regime: **Seconded**

Confirmed vacancies: **3** Pending vacancies: **0**

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

He/she reports to the Advisor to Regional Commander Border Police.

### Job Description

- To act as a mentor/advisor to the Operational Planning Unit of Border Police RHQ in it's every day activities.
- To monitor all Kosovo Police Service (KP) tactical planning based on operational priorities and objectives set by the KP Regional Cmdr.
- To assist the Operational Planning Unit of the RHQ in all operational matters such as operational planning, contingency plans, archiving system etc.
- To perform any other duties as assigned.

### Job Requirements

- Experienced Border Police officer.
- A minimum rank of Lieutenant, Inspector or equivalent.
- A minimum of 5 years of police experience, at least 2 years in operational planning related to the position.
- Management skills of basic police units.

- Experience in international law enforcement operations in the area of Border policing desirable.
- To be in possession of security clearance at the level of EU Confidential.

Police Component

Strengthening Department

Police Component

Title: **Advisor to the Investigation/Intelligence Unit Border Police (RHQ) – EK0287**

Employment regime: **Seconded**

Confirmed vacancies: **4** Pending vacancies: **0**

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

He/she reports to the Advisor to Regional Commander Border Police.

### Job Description

- To act as a mentor/advisor to the KP Investigation Unit of Border Police RHQ in his/her every day activities.
- To monitor all relevant Border Police RHQ Investigation and Intelligence issues focusing on tactical, legal and administrative requirements.
- To monitor all KP strategic and tactical investigation planning on Regional level.
- To monitor liaison/cooperation of Investigation/Intelligence Unit with public prosecutors and other investigation and intelligence units.
- To perform any other duties as assigned.

### Job Requirements

- Experienced border/criminal investigations/intelligence police officer.
- A minimum rank of Lieutenant, Inspector or equivalent.
- A minimum of 10 years of police experience, at least 2 years related to the designated role.
- Management skills of basic police units.
- Experience in international law enforcement operations in the area of Border policing/criminal investigations/intelligence desirable.
- To be in possession of security clearance at the level of EU Confidential..

Police Component

Strengthening Department

Title: **Advisor to Mobile Border Patrol Units – EK 0288**

Employment regime: **Seconded**

Confirmed vacancies: **4** Pending vacancies: **0**

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

He/she reports to the Advisor for the KP Regional Commanders are assigned to the Strengthening and Monitoring Department.

### Job Description

- To act as a mentor/advisor to Kosovo Police Service (KP) Mobile Border Patrol Units in his/her every day activities
- To monitor the KP in border crossing procedures and border reconnaissance procedures e.g. vehicle checkpoints, observation, profiling of people
- To monitor the in-service training of the units and identify areas of necessary improvement
- To monitor the performance of the KP during CRC operations
- To monitor cooperation and liaison with other actors like KFOR
- To performs any other duties as assigned

### Job Requirements

- Experienced Police officer, at least 5 years of experience preferably in the area of Border policing or CRC
- Rank: At least Warrant officer or equivalent.
- Experience in international law enforcement operations in the area of Border policing desirable

- To be in possession of security clearance at the level of EU Restricted.

Police Component  
Strengthening Department

Title: **Border Monitor – EK 0289**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/ she reports to the Advisor for the KP Regional Commanders are assigned to the Strengthening and Monitoring Department.

### Job Description

- To act as a mentor/advisor to the Kosovo Police Service (KP) Border officers to the KP Border Police on station level.
- To monitor and document the performance of the KP Border Police Officers related to border crossing procedures e.g. vehicle checks, VIN number checks, document checks.
- To monitor arrests and detentions of suspects to ensure compliance with appropriate standards.
- To perform any other duties as assigned.

### Job Requirements

- Experienced Police officer, a minimum of 5 years of experience.
- A minimum rank of Warrant officer or equivalent.
- Experience in international law enforcement operations in the area of Border policing desirable.
- To be in possession of security clearance at the level of EU Restricted.

Police Component  
Strengthening Department

Title: **Advisor to Chief Operations, Pristina Airport/Deputy Team Leader for International Police Officers – EK0294**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Advisor to the Station Commander, Pristina Airport.

### Job description

- To act as a mentor /advisor to the KP Chief of Operations Pristina Airport in his/her every day activities and monitor all border issues relevant to his/her assigned position.
- To assist the KP Chief of Operations in all operational matters such as operational planning, contingency plans, handling of major incidence like bomb threats, unattended luggage, mass casualties operation etc.
- To monitor the cooperation between KP Border Police and other actors at the Airport e.g., Airport Management, Fire brigade.
- To perform managerial skills assessment on regular basis.
- To provide career development advice.
- To act as the deputy to the Advisor of the Station Cmdr

### Qualifications and experience

- A university degree in Police Sciences, Social Sciences, Law, Business Administration or equivalent law enforcement training .
- A minimum rank of Captain, Chief inspector or equivalent.
- A minimum of 5 years of experience in a related position, preferably at an international Airport as Chief of Operations or Operation Officer
- Good working knowledge of the ICAO Regulation(International Aviation Organisation)
- Experience in international law enforcement operations in the area of Border policing.
- To be in possession of security clearance at the level of EU Confidential.

Title: **Advisor to Chief of Security Unit – EK 0299**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/She reports to the Advisor to the Station Commander, Pristina Airport.

### **Job Description**

- To act as a mentor/advisor to the Chief of Security Unit Pristina Airport in his every day activity.
- To monitor all security planning based on operational priorities and according to the current ICAO regulation.
- To monitor the liaison with other actors at the Airport especially with the security division r.
- To monitor that current procedures and policies will be updated regularly e.g. issuing of Airport access cards, duty roster for security patrols according to the opening hours etc.

### **Job Requirements**

- Experienced Border Police officer.
- A minimum rank of Lieutenant, Inspector or equivalent.
- A minimum of 5 years police experience, preferably at least 2 years working experience at an Airport.
- Management skills of basic police units.
- Experience in international law enforcement operations in the area of Border policing desirable.
- To be in possession of security clearance at the level of EU Confidential.

Title: **Advisor to Section Arrival/Departure, Pristina Airport – EK0300**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Advisor to the Station Commander, Pristina Airport.

### **Job Description**

- To act as a mentor/advisor to the KP Section Arrival/Departure at Pristina Airport in his/her every day activities.
- To assist the KP in checking travel and identification documents.
- To monitor the KP in border crossing procedures.
- To monitor cooperation with Customs.
- To performs any other duties as assigned.

### **Job Requirements**

- Experienced Police officer, a minimum of 5 years of relevant experience.
- A minimum rank of Warrant officer or equivalent.
- Experienced passport control officer.
- Experience in international law enforcement operations in the area of Border policing desirable.
- To be in possession of security clearance at the level of EU Restricted.

Title: **Advisor to KP Gate Commander/Team leader for International Police Officer (Gates 1 / 31) – EK 0302**

Employment regime: **Seconded**

He/ she reports to the CSDP Adviser for the Kosovo Police (KP) Regional Commander North assigned to the Strengthening and Monitoring Department.

### Job Description

- To act as a mentor/advisor to the KP Gate Commander in his every day activities, revise or annul decision if necessary
- To perform managerial skill assessments for the KP Gate Commander
- To provide career development advise
- To monitor all tactical planning and operations based on operational priorities and objectives set by RHQ Ops Planning
- To represent the Mission at all major functions at local level
- To be responsible for the operation and administration of Mission staff e.g. creating of duty roster
- To perform any other duties as assigned

### Job Requirements

- Experienced Border Police officer
- A minimum rank of Lieutenant, Inspector or equivalent
- A minimum of 5 years of police experience, with management skills on basic police units/sections
- Experience in international law enforcement operations in the area of Border policing desirable
- To be in possession of Security Clearance at the level of EU Confidential.

Police Component

Strengthening Department

Title: **Border Monitor – EK 0303**

Employment regime: **Seconded**

Confirmed vacancies: **5** Pending vacancies: **3**

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

He/ she reports to the Adviser for the KP Gate Commander/ Team Leader (Gate 1 and 31) is assigned to the Strengthening and Monitoring Department.

### Job Description

- To execute border control on the legal basis of Kosovo using the experience and knowledge of best European practises on an operational basis in cooperation with KP/Border officers on the BCPs Gate 1 and Gate 31 on a 24/7 basis.
- To act as a mentor/advisor to the Kosovo Police Service (KP) Border Police on Station level
- To monitor and document the performance of the KP Border Police Officers related to border crossing procedures e.g. vehicle checks, VIN number checks, document checks
- To monitor arrests and detentions of suspects to ensure compliance with appropriate standards
- To perform any other duties as assigned

### Job Requirements

- Experienced Police officer, a minimum of 8 years of experience
- A minimum rank of Warrant officer or equivalent.
- Experience in international law enforcement operations in the area of Border policing desirable.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Title: **Border Police Officer – EK 0306**

Employment regime: **Seconded**

Confirmed vacancies: **10** Pending vacancies: **1**

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



He/ she reports to the Gate Commander (Gate 1 and 31)

### Job Description

- To execute border control in accordance with the applicable law using the experience with and knowledge of best European practises at Gate 1 or Gate 31 on a 24/7 basis like conducting document checks, vehicle checks/VIN number checks and profiling of passengers including arrest and search of persons, search of cars, initial interviews of offenders, using force in accordance with the applicable law and writing of respective reports
- To perform any other duties as assigned

### Job Requirements

- Experienced Border Police officer, a minimum of 3 years of experience
- A minimum rank of Warrant officer or equivalent.
- Experience in international law enforcement operations in the area of Border policing desirable.
- To be in possession of EU security clearance at the level EU Restricted.

Police Component

Executive Department

Title: **Organised Crime Investigation Officer – EK 0311**

Employment regime: **Seconded**

Confirmed vacancies: **7** Pending vacancies: **0**

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

He/she reports to the Team leaders of the OCIU.

### Job Description

- To perform tasks as required by the Head of the OCIU
- To evaluate and review the work performed, ensuring compliance with established policies and procedures, including applicable Laws in Kosovo and Internationally accepted human rights standards
- To implement policies and procedures towards the goals and objectives of the unit.
- To prepare the reports in accordance with OCIU requirements and guidelines.
- To provide clear and concise reports and information/feedback to the Head of the OCIU and to the Deputy
- To conduct and coordinates investigations and other tasks as required in a professional manner
- To perform any other duties as required by supervisor.

### Job Requirements

- An university degree in law/police science or equivalent training
- Advanced skills for investigations and abilities for team work
- Minimum 10/5 years of professional experience related to the post.
- Rank: at least Lieutenant / Inspector or equivalent in a police service
- Background in intelligence handling and covert measures
- Experience in working on organised and serious crime cases
- To be in possession of security clearance at the level of EU Secret.

Police Component

Executive Department

Title: **Information Technologies Forensics Investigation and Technical Support Officer – EK 0312**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/ she reports to the Head of OCIU.

### Job Description

- To evaluate and review the work done and ensuring compliance with established policies and procedures,

- including applicable Laws in Kosovo and Internationally accepted human rights standards
- To implement policies and procedures, programs and projects geared towards the goals and objectives of the unit.
- To prepare and submit reports about activities conducted in accordance with EU and OCIU guidelines.
- To provide clear and concise information/feedback to the Head of the Organized Crime Investigation Unit and to the Deputy.
- To execute IT forensic and technical support work, as well as service and maintenance of IT equipments
- Work alongside and support investigators
- Performs other duties as assigned.
- One of the officers would act as a team leader upon the decision of the head of the unit.

### Job Requirements

- Specialized education in law and/or in IT/Comms, or equivalent training.
- A minimum 3 years of professional experience related to the post.
- Special skills and experience in handling and maintenance of IT and telecommunication equipment
- Special knowledge in interception techniques
- Sufficient knowledge about maintenance of computers and networking
- To be in possession of security clearance at the level of EU Secret.

Police Component

Executive Department

Title: **Surveillance Officer /Organised Crime Investigation – EK 0314**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/ she reports to the Head of OCIU.

### Job Description

- To perform tasks as required by the Head of the OCIU.
- To perform day-to day duties in accordance with established policies and procedures, including applicable Laws in Kosovo and Internationally accepted human rights standards.
- To implement general guidance's and projects towards the goals and objectives of the OCIU.
- To prepare and ensure that reports are in accordance with EU and OCIU guidelines.
- To provide clear and concise information and feedback to the Head of the OCIU and to the Deputy.
- To coordinate and execute of surveillance and covert measures.
- To support and work alongside with the Investigators of the OCIU.
- To performs other duties as assigned.
- One of the officers would act as a team leader upon the decision of the head of the unit.

### Job Requirements

- Special skills and experience in handling and maintenance of audio/video and Telecommunication equipments.
- Police Academy and relevant training.
- Special knowledge in surveillance techniques.
- Advanced skills for working independently.
- Minimum 3 years of professional experience related to the post.
- Background in investigations, intelligence handling and covert measures.
- Experience in working with organized crime cases is desirable.
- To be in possession of security clearance at the level of EU Confidential.

Police Component

Executive Department

Title: **Investigator, Financial Investigations Unit – EK 0319**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Head of the Financial Investigation Unit.

## Job Description

- To maintain investigations as tasked, on mission and regional thematic issues in relation to the work of the FIU; 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, economical and social issues and developments affecting the economic sector in Kosovo that may impact on the functions and responsibilities of the FIU.
- To be pro active 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 Deputy Head of FIU 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 Deputy Head of FIU, 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.
- Manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- Performs other duties as assigned

## Job Requirements

- Degree or equivalent police training and experience in the field of Financial Investigations.
- A minimum of 5 years of professional experience related to the post.
- 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.
- Familiarity with the historical, political and cultural situation in the Balkans and awareness of the political sensitivity of the work to be undertaken. Demonstrated organisational, supervisory and interpersonal skills.
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.
- To be in possession of security clearance at the level of EU Secret.

Police Component

Executive Department

Title: **Operational Officer of Multi-Lateral Liaison Office in International Police Cooperation Unit – EK0323**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **1**

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

He/ she reports to the Deputy Head of International Police Cooperation Unit.

## Job Description

- To maintain cooperation and communication with the competent services of Interpol and Europol.
- To be familiar with all crime functions falling within Interpol and Europol mandates (including Vehicle Crime, Drug trafficking, Crimes against Persons, Financial Crimes, etc.).
- To cooperate with Kosovo Police Service (KP) offices and all judicial authorities regarding vehicle crime matters.
- To appropriately and efficiently forward all inquiry requests received from Interpol and Europol channels to relevant national authorities in order to make necessary investigations and to ensure appropriate responses are sent.
- To maintain the database associated with requests to and from IEPD, KP offices and Interpol, Europol and third countries.
- To guide and advise Kosovo Police Service (KP) officers within his/her assignment area.
- To manage everyday routine operation and services of the Interpol NCB and future Europol “national contact point”.

- To be proficient with access into the I-24/7 Interpol database and system.
- To perform other duties as assigned.

### Job Requirements

- Police officer with working experience with Interpol and Europol.
- Minimum of 3/5 years of professional experience related to the post.
- Rank: Senior Police Officer.
- General experience in international police cooperation is desirable.
- Good English language skills are essential. Knowledge of French or Spanish language (Interpol languages) is desirable.
- Good computer skills and experience in file management.
- To be in possession of security clearance at the level of EU Secret

Police Component

Executive Department

Title: **Counter Terrorism Investigator – EK 0325/2**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

### Job Description

- To perform tasks as required by the Head of the CTU.
- To evaluate and review the work performed, ensuring compliance with established policies and procedures, including applicable Laws in Kosovo and internationally accepted human rights standards.
- 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 implement policies and procedures towards the goals and objectives of the unit.
- To be proactive in investigating extremist and terrorism activities and in coordination of all the information received, prepare the reports in accordance with CTU requirements and guidelines.
- To provide clear and concise reports and information/feedback to the Head of the CTU and other as required.
- To conduct and coordinates investigations and other tasks as required in a professional manner.
- To perform any other duties as required by supervisor.

### Job Requirements

- A university degree in law/police science or equivalent training.
- Advanced skills for investigations and abilities for team work.
- Minimum 10 years of experience as a police officer.
- Rank: at least Lieutenant / Inspector or equivalent in a police service.
- Background in intelligence handling and covert measures.
- Experience in working on terrorism cases/ serious crime cases.
- To be in possession of security clearance at the level of EU Secret.

Police Component

Office for EU Criminal Intelligence

Title: **Deputy Head of EU Office for Criminal Intelligence – EK0327**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Head of EU Office for Criminal Intelligence

### Job Description

- To be responsible for the management of all intelligence related matters at both the strategic and tactical level within the Unit.
- To act as Head of EU Office for Criminal Intelligence in the absence of the Unit Head.

- To assess and review regularly intelligence received, prioritise competing demands and ensure that intelligence for both the Strategic Overview and Intelligence Packages is relevant, timely and of highest quality.
- To develop and cultivate effective working relationships with all relevant agencies and operational units in Kosovo, thus enabling a continuous flow of intelligence supporting the Intelligence Unit aims and objectives.
- To ensure that high grade intelligence / information from a variety of sources is received, developed, analysed and disseminated.
- To ensure that the highest security measures are maintained at all times in respect of Intelligence Unit material.
- To attend meetings and give presentations as required by the Head of Unit.
- To develop, maintain and monitor objectives, activity indicators and performance measures in relation to individuals and where appropriate regional activities.
- To manage the internal Intelligence Unit Tasking and Coordinating process.
- To manage and develop the formulation of the Units objectives and priorities.
- To perform other duties as assigned

### Job Requirements

- Minimum of 10 years of professional experience related to the post.
- Rank: Major / Inspector.
- University Degree or relevant Police Professional Qualifications.
- Intelligence or Criminal Investigation background.
- Ability to provide Leadership, guidance and support to Unit staff.
- Ability to make sound and timely decisions.
- Ability to manage staff and other resources of the Unit.
- To be able to analyse complex data. Understanding of all major aspects and field of own profession and legal standards to those areas for which responsible.
- To be in possession of security clearance at the level of EU Secret

Police Component

Office for EU Criminal Intelligence

Title: **Regional Criminal Intelligence Officer – EK0330**

Employment regime: **Seconded**

Confirmed vacancies: **1**

Pending vacancies: **0**

Category: **III**

Level: **3**

He/she reports to the Head of EU Office for Criminal Intelligence.

### Job Description

- To be a member of the intelligence team operating as a Regional Intelligence Officer in the Intelligence Unit and/or in the field.
- To establish effective liaison structure with all relevant Mission Units to ensure timely exchange of information / intelligence
- To prepare and submit accurate written intelligence reports
- To prepare detailed reports and briefing documents
- To develop case specific intelligence in conjunction with the Analysts.
- To perform other duties as assigned

### Job Requirements

- Minimum of 3 years of professional experience related to the post.
- University degree or relevant Police education and training.
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports.
- Rank: Warrant officer or equivalent
- Wide experience within Law Enforcement, especially in an intelligence environment
- Sound understanding of intelligence processes, both tactical and strategic.
- Ability to make sound and timely decisions
- To be in possession of security clearance at the level of EU Secret

Police Component

Office for EU Criminal Intelligence

Title: <b>Chief EU Office for Criminal Intelligence Analyst – EK0331</b>			
Employment regime: <b>Seconded</b>			
Confirmed vacancies: <b>1</b>	Pending vacancies: <b>0</b>	Category: <b>III</b>	Level: <b>2</b>

He/she reports to the Head of EU Office for Criminal Intelligence.

#### Job Description

- To supervise and direct a team of intelligence analysts.
- To be responsible for the production of strategic analyses and assessments.
- To Collate, analyse and develop intelligence from a variety of sources relating to Organised Criminal Groups impacting upon Kosovo.
- To establish links between criminals and their activities, identify Organised Criminal Networks, their *modus operandi* as well as weaknesses, which can be exploited by law enforcement.
- To conduct analyses of telephone and financial data as necessary.
- To maintain an overview of individual operations and give direction for ongoing intelligence collection through the development of Intelligence Collection Plans and the tasking of Intelligence Officers.
- To present results of analyses 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 represent the Intelligence Unit at meetings, briefings or in giving presentations KFOR and persons of all levels from other external agencies.
- To assist in the development of best practices for the handling and use of intelligence both within the unit and with stakeholders. To assist, as requested, Kosovo-based and international law enforcement and military stakeholders.
- To perform other duties as assigned.

#### Job Requirements

- University Degree or equivalent professional qualification.
- At least 5 years of experience related to the post and abilities to supervise and provide guidance to a team of analysts.
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports.
- Wide experience of law enforcement in an intelligence environment.
- Sound understanding of intelligence processes, both tactical and strategic.
- To be in possession of security clearance at the level of EU Secret

#### Police Component

Office for EU Criminal Intelligence

Title: <b>EU Office for Criminal Intelligence Analyst – EK 0332</b>			
Employment regime: <b>Seconded</b>			
Confirmed vacancies: <b>1</b>	Pending vacancies: <b>0</b>	Category: <b>III</b>	Level: <b>3</b>

He/she reports to the Chief EU Office for Criminal Intelligence Analyst.

#### Job Description

- 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 analyses of telephone and financial data as necessary.
- To maintain an overview of individual operations and give direction for ongoing 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 represent the Intelligence Unit at meetings, briefings or in giving presentations to internal and external audiences including KFOR and persons of all levels from other external agencies as required.

- To assist in the development of best practices for the handling and use of intelligence both within the unit and with stakeholders.
- To perform other duties as assigned

### Job Requirements

- University Degree or relevant professional qualifications.
- A minimum 3 years of professional experience related to the post.
- Have a wide experience within law enforcement, especially in an intelligence environment
- Sound understanding of intelligence processes, both tactical and strategic.
- The ability to understand the Intelligence Units objectives and current priorities relating to his/her own area of responsibility.
- To be in possession of security clearance at the level of EU Secret

Police Component

Office for EU Criminal Intelligence

Title: **Counter Terrorist Intelligence Officer – EK0334**

Employment regime: **Seconded**

Confirmed vacancies: **0** Pending vacancies: **1**

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

He/she reports to the Head of EU Office for Criminal Intelligence.

### Job Description

- To establish and maintain an effective contact with all relevant external bodies and Units within the Mission to ensure timely exchange of information / intelligence
- To prepare and submit accurate written intelligence reports
- To prepare detailed reports and briefing documents
- To prepare case specific intelligence in conjunction with the Unit Analysts.
- To perform other duties as assigned

### Job Requirements

- Minimum of 5 years of relevant experience in the field of counter terrorism.
- University degree or Police education and training.
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports.
- Rank: Lieutenant or equivalent
- Wide experience in Law Enforcement in an intelligence environment
- Have a sound understanding of intelligence processes, both tactical and strategic.
- To be in possession of security clearance at the level of EU Secret

Police Component

Executive Department

Title: **Deputy Head of War Crimes Investigation Unit – EK0342**

Employment regime: **Seconded**

Confirmed vacancies: **0** Pending vacancies: **1**

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

He/she reports to the Head of the War Crimes Investigation Unit.

### Job description

- To provide support to the Head of WCIU, on all operational and administrative matters and deputise for the Head of the WCIU during his/her leave and absence.
- To act as the day-to-day focal point for the provision of all activities conducted by the WCIU and other mission sections within the Executive Department.
- To ensure the appropriate handling of sensitive investigation documentation.
- Manage and maintain all correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To ensure adequate maintenance and servicing of office equipment; maintain supply and service records and inventory.

- To liaise and cooperate with Transport Section Management, Logistics, Engineering and other relevant Sections and Units regarding the provision and maintenance of the Unit's fleet of vehicles' and office accommodation.
- To monitor monthly attendance sheets and records for all personnel in Unit, process annual/sick leave and related entitlements; official travel arrangements, movement of personnel and other personnel records.
- To organise and control the task distributions within the Unit.
- To coordinate the performance and the achievement of the investigators and their performed investigation compliance with the legislation.
- To perform other duties as assigned.

### Job Requirements

- Advanced degree in international relations, political science, law or equivalent police training and experience in the field of Criminal Investigations/ War Crime Investigations/ICTY investigations.
- A minimum of 10 years of professional experience related to the post.
- Familiarity with the historical, political and cultural situation in the Balkans and awareness of the political sensitivity of the work to be undertaken.
- Demonstrated organisational, supervisory and interpersonal skills.
- 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.
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.
- To be in possession of security clearance at the level of EU Secret.

Police Component

Executive Department

Title: **Research/ Intelligence Officer for War Crimes Investigation Unit – EK0344**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Head of the War Crimes Investigation Unit

### Job Description

- To carry out background research as tasked, on mission- and regional thematic issues as well as into specific topics, in relation to the work of the WCIU.
- To monitor, analyse and prepare written outputs on political, economical and social issues and developments that may have an impact on work of the WCIU.
- To research and retrieve documents pertaining to international WCI procedures and obtain operational and background documents; analyse and present data in various formats (including electronic formats and databases);
- To liaise with Local Municipalities, Governmental and Nongovernmental organisations, in order to obtain any information on War Crimes issues.
- To assist the Head of WCIU in coordinating activities relevant to investigations, intelligence gathering and the preparation of official reports.
- To participate in the development, implementation and evaluation of casework as necessary, review relevant documents and reports
- To perform other duties in support of the WCIU, as assigned by the Head of the WCIU; draft and edit correspondence, coordinate public information issues; provide substantive support as required to inter-agency and other meetings, including (as requested) the provision of agenda topics, identifying participants, preparation of documents, presentations, and minutes.

### Job Requirements

- Degree in international relations, political science, law or equivalent police training and experience in the field of War Crime Investigations/ Criminal Investigations/ICTY investigations.
- A minimum of 5 years of professional experience related to the post.
- Experience of academic or professional research into one or more of the above fields. Wide knowledge of research and intelligence gathering methodologies, and of the retrieval and presentation of data and



information (including electronically), or equivalent knowledge of the arrangement and management of academic research or forensic archives.

- Qualified and conversant with 1.2 / ANACAPA Intelligence Analysis or other recognised Intelligence Analysis Software.
- Sound analytical and research skills; the ability to evaluate and assess information in various formats and across established disciplines.
- Experience of major case handling.
- Ability to prioritise and manage a demanding workload.
- Ability to work with other national and international organisations
- To be in possession of Security Clearance at the level of EU Secret

Police Component

Executive Department

Title: **War Crimes Investigation Team Leader – EK0346**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/she reports to the Head of the War Crimes Investigation Unit.

### Job Description

- To act as the day-to-day focal point for the provision of all Investigation Team activities conducted by the WCIU.
- To ensure the appropriate handling of sensitive investigations documentation and ensure appropriate distribution of documents.
- In consultation with the Judicial and Prosecutors Office and the Deputy Head of War Crimes Investigation Unit, advise and assist team members in the preparation, development, planning and coordination of activities relevant to investigations, interviewing of victims and witnesses and the arrest of alleged perpetrators and the gathering of evidence, the attendance at Crimes Scenes and Exhumation Sites. Preparation of official reports and Prosecution Investigation Files.
- Advise and Assist 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.
- Maintain close liaison with Judicial and Prosecutors Departments in respect to on going investigations.
- Maintain liaison with all relevant National and International Organisations and Agencies as directed by the Head of War Crimes Investigation Unit.
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To ensure adequate maintenance and servicing of office equipment; maintain supply and service records and inventory.
- To monitor monthly attendance sheets and records for all personnel in the Team, and submit these in a timely manner to the relevant departments and sections; process annual/sick leave and related entitlements; official travel arrangements, movement of personnel and other personnel records.
- To ensure compliance with other Mission administrative procedures.
- To organise and control the task distributions within the Team.
- To coordinate the performance and the achievement of the investigators and their performed investigation compliance with the legislation.
- To perform other duties as assigned

### Job Requirements

- Degree in international relations, political science, law or equivalent police training and experience in the field of Criminal Investigations/ War Crime Investigations/ICTY investigations.
- A minimum of 10 years of professional experience related to the post.
- Familiarity with the historical, political and cultural situation in the Balkans and awareness of the political sensitivity of the work to be undertaken. Demonstrated organisational, supervisory and interpersonal skills.
- 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.

- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.
- To be in possession of security clearance at the level of EU Secret

Police Component

Executive Department

Title: **Investigator, War Crimes Investigation Unit – EK0347**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the War Crimes Investigation Unit Team Leaders.

### Job Description

- To maintain investigations as tasked, to undertake substantive investigation measures, and to consolidate data.
- In consultation with the Judicial and Prosecutors Office, 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. When required attend Crimes Scenes and Exhumation Sites. Preparation of official reports and Prosecution Investigation Files.
- To assist the Deputy Head of WCIU in the coordinating of activities relevant to investigations and the preparation of official reports.
- To maintain close liaison with Judicial and Prosecutors Departments in respect to all aspects of investigations undertaken.
- To maintain liaison with all relevant National and International Organizations and Agencies as directed by the Head of War Crimes Investigation Unit.
- To participate in the development, implementation and evaluation of casework as necessary, etc; monitor and analyze 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 Deputy Head of WCIU, on all operational matters.
- 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.
- To perform other duties in support of the WCIU, as assigned by the Deputy Head of the WCIU.

### Job Requirements

- Degree in law or equivalent police training and experience in the field of War Crime Investigations/Criminal Investigations/ICTY investigations.
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software.
- A minimum of 5/3 years of professional experience Related to the post.
- 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.
- Ability to make sensible and timely decisions related to own duties, possess good IT literacy skills.
- Experienced in utilizing material generated from various open source.
- To be in possession of security clearance at the level of EU Secret.

Special Police Department

HQ

Title: **Chief of Staff – EK0349**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Head of Special Police Department. He/she is not part of the chain of command unless he/she is the 2<sup>nd</sup> most senior officer, in which case he/she replaces the Head of Special Police Department in his/her absence;

## Job Description

- To be responsible for the management and functioning of the staff.
- Under the Commander's guidance, prioritizes and delegates the day to day work required to the "staff cells";
- To be responsible for relaying the Commander's decisions through appropriate orders;
- To work in a proactive way with the necessary autonomy to ensure that decisions are taken irrespective of key personnel absences;
- Prepares, through the staff, solutions to the operational and logistical problems, which will subsequently be presented to the Head of Special Police Department for approval;
- To conduct related tasks required or delegated by the Head of Mission.

## Job Requirements

- Degree or equivalent academic or professional training relevant to police middle management level required.
- Rank: Lt. Colonel /Major or equivalent
- To have a minimum of 10 years of progressive professional experience in Police Service with broad professional experience in all aspects of Police management.
- Excellent negotiation and problem-solving skills.
- Proactive approach and ability to lead efficiently a international Staff;
- International experience in multinational environments;
- Certified project management capacity (desirable).
- To be in possession of security clearance at the level of EU Secret

Special Police Department

HQ

Title: **Human Resources Officer – EK0353**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Chief of the Human Resources Cell.

## Job Description

- To process applications and maintain rosters and databases as appropriate.
- To manage and maintain all the records related to the Personnel in the proper filling system, keeping all relevant documentation in secure and organized place.
- To assist the Chief of the cell in the daily management of the documentation and correspondence concerning the arrival, in-processing, deployment and repatriation of the Special Police Department;
- To perform any other related tasks as required by the Chief of the Human Resources Cell.

## Job Requirements

- Police Officer or equivalent
- To have a minimum of 5 years of progressive professional experience in Police Service;
- Good Computer capacity, knowledge of word and excel as indispensable;
- Previous experiences in the Human resource working area; (desirable).
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of security clearance at the level of EU Confidential

Police Component

Special Police Department, HQ - Information Management Cell

Title: **Chief of Information Management Cell – EK0354**

Employment regime: **Seconded**

Confirmed vacancies: **0** Pending vacancies: **1**

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

He/she reports to the Chief of Staff.

## Job Description

- To manage and coordinate the daily work of the Information Management Cell.
- To process, vet, order and disseminate\forward the information received from the subordinate units and the EULEX Police Headquarter.
- To maintain and update the database concerning likely threats directly affecting the SP Units operations.
- To provide for guidance to the SP Units on performing their operations.
- To deal with security related matters.
- To perform any other related tasks as required by the Chief of Staff.

### Job Requirements

- Degree or equivalent in Police School, Military Academy.
- Rank: Major\Captain or equivalent.
- To have a minimum of 10 years of progressive professional experience in Police Service.
- Good attitude in international staff working area.
- Previous experiences in the area of Intelligence.
- International experience, particularly in crisis areas with multi-national and international organisations. (desirable).
- To be in possession of Security Clearance at the level of EU Secret.

Police Component

Special Police Department, HQ - Information Management Cell

Title: **Information Production Officer – EK0356**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Chief of Information Management Cell.

### Job Description

- To vet, order and process the information received from the subordinate units, the EULEX Police Headquarter and the Information Analysis Officers.
- To produce the standard informative documents as required by the SOP.
- To maintain and update the database concerning likely threats directly affecting the SP Units operations.
- To provide for guidance to the SP Units on performing their operations.
- To perform any other related tasks as required by the Chief of Information Management Cell.

### Job Requirements

- Graduate of a police or military school with a rank of Warrant Officer or equivalent.
- To have a minimum of 5 years of progressive professional experience in Police Service.
- Good Computer capacity, knowledge of word and excel as indispensable.
- Previous experiences in the information gathering working area.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of security clearance at the level of EU Secret.

Special Police Department

HQ - Operation Cell

Title: **Operation Planning Officer – EK0359**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Chief of Operation Cell.

### Job Description

- To execute and coordinate the daily work of the Operation Cell. under the supervision of the Chief of the Cell;
- To write orders about operative problem solving;

- To prepare briefings about Operation;
- To collect SOP;
- To keep all the ordinary publications listed in a provided load-register; taking also care of permanent or temporary allocation of above mentioned publications to requesting offices;
- To perform any other related tasks as required by the Chief of the Operation Cell.

### Job Requirements

- Graduate of a police or military school with a rank of Warrant Officer or equivalent
- To have a minimum of 5 years of progressive professional experience in Police Service;
- Good Computer capacity, knowledge of word and excel as indispensable;
- Previous experiences in the operation planning area;
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of security clearance at the level of EU Secret

Special Police Department

HQ - Operation Cell

Title: **Operation Officer – EK0360**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **IV**

He/she reports to the Chief of Operation Cell.

### Job Description

- To execute the daily work of the Operation Cell., under the direction of the Chief of the Cell;
- To write orders about operative problem solving;
- To prepare briefings about operation and training;
- To collect and prepare training programmes;
- To collect SOP;
- To keep all the ordinary publications listed in a provided load-register; taking also care of permanent or temporary allocation of above mentioned publications to requesting offices;
- To perform any other related tasks as required by the Chief of the Operation Cell.

### Job Requirements

- Police Officer or equivalent
- To have a minimum of 5 years of progressive professional experience in Police Service;
- Good Computer capacity, knowledge of word and excel as indispensable;
- Previous experiences in the operation and/or training area; (desirable).
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of security clearance at the level of EU Secret.

Special Police Department

HQ - Communication and Information System (CIS) Cell

Title: **Communication Officer – EK0364**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Chief of Communication & Information Cell.

### Job Description

- To deal with all the issues related to the communications both radio and by wire and mobile in the SP Department HQ and The subordinate Units;

- To give directions about the communication's security, checking their observance; (in agreement with information Cell)
- To prioritize and coordinate the executive activities made by the logistic support team in his area of competence;
- To perform any other duties related to his/her assignment.

### Job Requirements

- Graduate of a police or military school with a rank of Warrant Officer or equivalent;
- To have recognized Communication skills given by specific specialized courses;
- To have a minimum of 5 years of progressive professional experience in Police Service;
- Previous experience in the Communication area ;
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of security clearance at the level of EU Secret.

Police Component

Special Police Department – Logistic Support

Title: **Head of Logistic Support – EK0372**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **II** Level **3**

He/she reports to the Head of the Special Police Department.

### Job Description

- To direct, coordinate and control the work carried out by the subordinate military and civilian personnel.
- To assign to each military worker the number of civilian employees deemed necessary.
- To have continuous knowledge of the activities that need to be accomplished and to assign priority according to the indications received from the SPD Commander.
- To decide on eventual shifts and overtime of the civilian workers.
- To eventually propose the dismissal of workers with unsatisfactory performance.

### Job Requirements

- Rank Captain/lieutenant or equivalent;
- At least two years of experience in the logistic maintenance sector;
- International experience, particularly in crisis areas with multi-national and international organisations (desirable);
- Extensive knowledge of one of the following technical fields: materials, construction, plumbing, electricity, and basic knowledge in the other fields.
- To be in possession of security clearance at the level of EU Confidential

Police Component

Special Police Department

Title: **Armourer – EK0374**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **IV**

He/she reports to the Head of Support.

### Job Description

- To handle specialized maintenance of the weapons assigned at individual level and to the unit.
- To participate in shooting training, verifying the working and maintenance condition of each weapon involved in the exercise.
- To take care, together with the armoury personnel, of the proper and orderly safekeeping of the unit's weaponry and ammunition.

### Job Requirements

- Police Officer or equivalent

- To have a minimum of 3 of progressive professional experience;
- International experience, particularly in crisis areas with multi-national and international organisations (desirable);
- Specialization as armourer.
- Basic knowledge of the most important weapons, ammunition and equipment used by the Armed Forces of the E.U.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Special Police Department - Logistic Support

Title: **Base Doctor – EK0381**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Head of Logistic Support.

**Job Description**

- To take care of daily healthcare activities and relevant administrative follow-up;
- To ensure, in close cooperation with Logistic Team , full compliance with health standards;
- To inspect periodically food and water, taking samples and performing the necessary lab analysis;
- To request, in close cooperation with Logistic Team , the performance of veterinarian inspection on animal source foods;
- To update the vaccination records of all the multinational military personnel;
- To draw up medical reports in case of injuries taken place on duty;
- To keep in contact with Theatre Hospital Directors;
- To assist, when needed, the fire training activities and the main important operation conducted by the SPU.

**Job Requirements**

- Degree in medicine;
- At least two years of practice medicine;
- Knowledge of administrative procedures related to contingent personnel;
- Emergency care specialization (desirable).
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Special Police Department - Logistic Support

Title: **Medic – EK 0382**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **IV**

He/she reports to the Base Doctor.

**Job Description**

- To carry out the first aid in case of need, until a doctor’s support is available.
- To cooperate in the ordinary prophylaxis activity carried out by the medical section.
- To guarantee prompt reactivity in emergency situations in and out of base as well as availability to work in shifts over 24 hours
- To ensure first aid support during external operations or activities, having a certain margin of danger.
- To assist patients.

**Job Requirements**

- First level degree in the specific field or equivalent specialization earned in civilian or military institutes.
- At least 5 years of operational experience in medical structures.

- Extensive knowledge and experience of first aid techniques.
- Good knowledge in the field of trauma and vaccine prophylaxis.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Special Police Department - Logistic Support

Title: **CIS specialist – EK0392**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

Category: **IV**

He/she reports to the Head of Support.

### Job Description

- To keep the efficiency of the telephone lines and the respective apparatus (Telephone-Faxes).
- To Maintain the hardware and software systems and the peripherals;
- To guarantee the efficiency of the network, controlling access and allowances;
- To update and manage the server and to monitor the adequacy of the security systems;
- To provides for the maintenance of repeaters and radio receiving equipment;
- To manage the spare parts.

### Job Requirements

- Police Officer or equivalent
- To have a minimum of 3 of progressive professional experience in CIS area;
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
  - .Specialization in CIS area;
  - Ability to design and manage a LAN ;
  - Knowledge of the characteristics of materials, cables and equipment; Knowledge of techniques including satellite transmission;
  - Knowledge of the basic rules of his area of competence.
  - To be in possession of security clearance at the level of EU Secret

Police Component

Special Police Department

Title: **Head of FPU/IPU Group – EK0394**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Head of Special Police Department.

### Job Description

- To be responsible for the management and functioning of the subordinate Units;
- To coordinate the activities and the training of the Units with the aim to standardize as much as it is possible a common system of procedures and the appropriate, possible level of interoperability ;
- Prepares, through the staff, solutions to the operational and logistical problems, which will subsequently be presented to the Head of Special Police Department for approval;
- To conduct related tasks required or delegated by the Head of Special Police Department..

### Job Requirements

- Degree or equivalent academic or professional training relevant to police middle management level required.
- Rank: Lt. Colonel /Major or equivalent
- To have a minimum of 10 years of progressive professional experience in Police Service with broad professional experience in all aspects of Police management;
- Previous experience in FPU/IPU area;
- Excellent negotiation and problem-solving skills.
- Proactive approach and ability to lead efficiently a international Staff;
- International experience in multinational environments;



- Proficiency in English.
- To be in possession of security clearance at the level of EU Secret

Police Component

Special Police Department

Title: **Security and Intervention Unit Office Assistant, SIU/Commander's Office – EK0409**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Security and Intervention Unit Commander.

#### **Job Description**

- To work in the Commander's Office and to assist the Commander in office tasks, under the supervision of his deputy.
- To perform administrative duties and maintain filing systems.
- To prepare letters, fax, working documents and daily planning regarding SIU activities for staff management, training and operations.
- To monitor attendance, sick leave and annual leave of all staff in the SIU.
- To work with other office assistants for all SIU activities follow up.
- To compile the documents provided by all SIU components and ensure that planning and execution of operations are adequate.
- To assist for the preparation of draft reports and documents regarding SIU components policies and procedures.
- To check and ensure sufficient stock of stationary materials are kept in the office for usage by all staff.
- To receive and distribute all correspondence as routed by the SIU/IG Commander to the appropriate official, staff members as destined.
- To develop and update for the Commander's Office a contact and address list.
- To undertake any other tasks required by the SIU/IG Commander.

#### **Job Requirements**

- A minimum of 5 years of relevant experience in administration work in Police units.
- Rank: Warrant or Police Officer
- To possess good computer skills.
- Prior mission experience with an international organisation is desirable.
- English working knowledge.
- To be in possession of security clearance at the level of EU Confidential

Police Component

Special Police Department

Title: **Deputy Chief SIU/IG – EK 0412**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/ she reports to the IG Chief.

#### **Job Description**

- To work directly under the subordination of IG Chief and to replace him as acting Chief when absent.
- To manage all the mission's intervention and special police operation aspects under the direction of SIU commander and IG Chief supervision.
- To assist the IG Chief in all task to as required.
- To be responsible for in-depth planning and execution of IG operations.
- To ensure a correct management of IG staff, training activities and operational planning according to IG needs.
- To aid in the development of IG policies and procedures ensuring they are followed and updated or amended when necessary.
- To provide comprehensive procedural documents with respect to IG activities.

- To maintain a high operational effectiveness of IG members.
- To organise and conduct regular inspection of all IG equipment, its maintenance and replacement.
- To coordinate IG/ Special Police operations with all relevant security agencies.
- To develop professional contacts with the local police, military and security managers of other international organizations.
- To ensure the requirement of staff discipline and behaviour are adhered to.
- To undertake any other tasks required by the SIU Commander.

### Job Requirements

- Graduate of a police academy with a rank of Lieutenant or equivalent.
- To have a minimum of 05 years experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit.
- To possess a past experience of Intervention group management with demonstrated ability in providing effective operational planning and in the development of IG procedures.
- Prior mission experience with an international organisation is desirable.
- To be certified in the use of the weapons required to perform the role.
- Good knowledge of the Balkan area and specifically of Kosovo is desirable
- English language required
- To be in possession of security clearance at the level of EU Secret

Police Component

Special Police Department

Title: **SWAT Team Leader, SIU/IG – EK 0413**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/She reports to the IG Chief/Deputy Chief.

### Job Description

- To command a SWAT Team for all the tasks dedicated to Intervention Group under the direction of the IG Chief.
- 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 SIU/IG to achieve units goals.
- 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 tasks required by the SIU Commander.

### Job Requirements

- Indicative desirable rank: Lieutenant or Warrant officer.
- A minimum of 10 years of police service.
- To have a minimum of 5 years experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit.
- To have a strong experience on High risk arrests.
- To be certified in the use of the weapons required to perform the role.
- English language required.
- To be in possession of security clearance at the level of EU Confidential.

Title: **Special Weapons and Tactics (SWAT) Operator, SIU/IG – EK 0414**

Employment regime: **Seconded**

Confirmed vacancies: **6** Pending vacancies: **0**

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

He/she reports to the SWAT Team Leader/IG Chief.

### **Job Description**

- To be responsible for all the tasks dedicated to Intervention Group under the supervision of a SWAT Team leader and direction of the IG Chief.
- To perform special police 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 SIU/IG to achieve units goals.
- 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 tasks required by the SIU Commander.

### **Job Requirements**

- Police Officer.
- A minimum of 10 years of police service.
- To have a minimum of 5 years experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit.
- To have a strong experience on High risk arrests.
- To be certified in the use of the weapons required to perform the role.
- English language required.
- To be in possession of security clearance at the level of EU Restricted.

Title: **Police Marksman Team Leader, SIU/IG – EK 0415**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/She reports to the IG Chief/ Deputy Chief.

### **Job Description**

- To command a Marksman Team for all the tasks dedicated to Intervention Group under the direction of the IG Chief.
- 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 SIU/IG to achieve units goals.
- 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 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 tasks required by the SIU Commander.

### Job Requirements

- Indicative desirable rank: Lieutenant or Warrant officer
- A minimum of 10 years of police service.
- To have a minimum of 5 years experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit.
- Operational experience of minimum 5 years in Intervention/Marksman (Sniper) unit and experience on protection/counter sniping.
- To be certified in the use of the weapons required to perform the role.
- English language required.
- To be in possession of security clearance at the level of EU Confidential

Police Component

Special Police Department

Title: **Police Marksman, SIU/IG – EK 0416**

Employment regime: **Seconded**

Confirmed vacancies: **5** Pending vacancies: **0**

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

He/She reports to the Marksman Team Leader/IG Chief

### Job Description

- To be responsible for all the tasks usually dedicated to a Marksman team under the supervision of a Marksman Team leader and direction of the IG Chief.
- 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 SIU/IG to achieve units goals.
- 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 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 tasks required by the SIU Commander.

### Job Requirements

- Rank: Police officer
- A minimum of 10 years of police service.
- To have a minimum of 5 years experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit.
- Operational experience of minimum 5 years in Intervention/Marksman (Sniper) unit and experience on protection/counter sniping.
- To be certified in the use of the weapons required to perform the role.
- English language required.
- To be in possession of security clearance at the level of EU Confidential

Police Component

Special Police Department

Title: **Breacher Specialist, SIU/IG – EK 0417**

Employment regime: <b>Seconded</b>	Confirmed vacancies: <b>1</b> Pending vacancies: <b>0</b>	Category: <b>III</b> Level: <b>3</b>
------------------------------------	---	--------------------------------------

He/she reports to the SWAT Team Leader/Security and Intervention Units Commander.

**Job Description**

- To be responsible for all the tasks dedicated to Entry techniques and methods under the supervision of a SWAT Team leader and direction of IG Chief.
- To perform special police operations and assist rapid entry / access for SWAT Team.
- To follow instructions given by SWAT Team Leader/IG Operational Chief and work efficiently with other colleagues of the SIU/IG to achieve units goals.
- 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 law 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 tasks required by the SIU Commander.

**Job Requirements**

- Indicative desirable rank: Warrant officer/police officer.
- A minimum of 10 years of police service.
- To have a minimum of 5 years experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit.
- Operational experience of minimum 5 years in Intervention unit as entry specialist and strong experience on explosives and hydraulic devices.
- To be certified in the use of the weapons required to perform the role.
- English language required.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Special Police Department

Title: <b>Negotiator, SIU/IG – EK0418</b>	
Employment regime: <b>Seconded</b>	
Confirmed vacancies: <b>2</b> Pending vacancies: <b>0</b>	Category: <b>III</b> Level: <b>2</b>

He/she reports to the Security and Intervention Units Commander.

**Job Description**

- To be responsible for all the tasks dedicated to a Negotiation Team in Special Police operations or during crisis under the direction of the IG Chief
- To perform special police operations with other mission police officers and with all relevant parties as required.
- To follow instructions given by IG Chief/SIU Commander and work within IG efficiently with other colleagues of the SIU/IG to achieve units goals.
- 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 a EULEX mission negotiation methodology and procedures for crisis resolutions.
- 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 tasks required by the SIU/IG Commander.

**Job Requirements**

- A University degree in law/police sciences/psychology or equivalent law enforcement training.
- A minimum of 10 years of police service.

- Operational experience of minimum 5 years in a Negotiation cell used for Special Police operations and experience on Hostage Rescue situations.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Special Police Department

Title: **Advance Team Leader, SIU/IG – EK 0420**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/She reports to the IG Chief/Deputy Chief

### Job Description

- To command an Advance Team (AT) for all the tasks dedicated to Intervention Group under the direction of the IG Chief.
- To perform special police operations with other EULEX mission police officers and with all relevant parties as required.
- To provide instructions to AT Operators and work in cooperation with other colleagues of the SIU/IG to achieve units goals.
- To specifically take in charge the arrival in Kosovo of the air transported intervention unit and to prepare all equipment needed and arrange transport to the intervention spot.
- 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 law prescriptions.
- To develop guidelines, procedures for EULEX mission regarding intervention units tasks.
- To prepare and organise training programme for SIU/IG and intervention scenarios.
- 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 tasks required by the SIU Commander.

### Job Requirements

- To be member of the on call intervention unit.
- Indicative desirable rank: Lieutenant or Warrant officer.
- A minimum of 10 years of police service.
- To have a minimum of 5 years experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit.
- To possess a strong experience on High risk arrests.
- Logistic and organisation skills.
- Training experience desirable.
- To be certified in the use of the weapons required to perform the role.
- English language required.
- To be in possession of security clearance at the level of EU Confidential.

Police Component

Special Police Department

Title: **Advance Team Operator, SIU/IG – EK0421**

Employment regime: **Seconded**

Confirmed vacancies: **3** Pending vacancies: **0**

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

He/She reports to the Advance Team Leader /IG Chief

### Job Description

- To be responsible for all the tasks dedicated to Intervention Group under the supervision of an Advance Team (AT) Leader and direction of the IG Chief.
- To perform special police operations with other EULEX mission police officers and with all relevant parties as required.
- To follow instructions given by Team Leader /IG Chief and work within a team efficiently with other colleagues of the SIU/IG to achieve units goals.
- To specifically take in charge the arrival in Kosovo of the air transported intervention unit and to prepare all equipment needed and arrange transport to the intervention spot.
- 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 law prescriptions.
- To develop guidelines, procedures for EULEX mission regarding intervention units tasks.
- To prepare and organise training programme for SIU/IG and intervention scenarios.
- 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 tasks required by the SIU Commander.

### Job Requirements

- To be member of the on call intervention unit.
- Police officer
- A minimum of 10 years of police service.
- To have a minimum of 5 years experience working on Special Police Operations in a full time Hostage Rescue and Special Intervention Unit.
- To possess a strong experience on High risk arrests.
- Logistic and organisation skills.
- Training experience desirable.
- To be certified in the use of the weapons required to perform the role.
- English language required.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Special Police Department

Title: **Intelligence Officer, SIU/IG – EK0422**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the IG Chief/SIU Commander.

### Job Description

- To be responsible for intervention oriented intelligence collection, target analysis and preparation of SIU/IG operations.
- To undertake liaison with relevant organisations and persons to ensure intelligence capabilities in order to provide maximal information support before and during SIU/IG operations.
- To update regularly information for the Unit and to brief SIU/IG personnel when required.
- To ensure that material generated is handled in accordance with existing procedures and guidelines.
- To work in full coordination with other EULEX mission members in order to achieve SIU/IG goals.
- To be able to organise an Intelligence and crisis cell directly on the field during Special Police Operations.
- To collect intelligence during Special Police Operations to the benefit of SIU/IG in order to adjust action plans.
- To develop guidelines and procedures for intelligence in EULEX mission regarding special police operations.
- To provide intelligence in joint operations with other parties.
- To performs other duties as assigned by SIU commander.

### Job Requirements

- Minimum 3 years of professional experience in intelligence or counter intelligence service.
- University degree or Police education and relevant training.
- Strong professional experience within the field of intelligence gathering and in special operations.

- Ability on information gathering and to provide timely concise and accurate reports even under stress pressure.
- Ability to use IT efficiently.
- Knowledge of Intelligence Agencies and the Military desirable.
- Knowledge of Kosovo or Balkans desirable.
- To be in possession of security clearance at the level of EU Secret

Police Component

Special Police Department

Title: **Deputy Chief of Close Protection Unit, SIU/CPU – EK0425**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/ she reports to the Security and Intervention Units Commander

#### **Job Description**

- To work directly under the subordination of CPU Commander and to replace him as acting Commander when absent.
- To manage all the mission's close protection aspects under the direction of SIU/IG commander and CPU Commander supervision.
- To be responsible for in-depth planning and execution of close protection operations.
- To ensure a correct management of CPU staff, training activities and operational planning according to Close Protection Unit needs.
- To aid in the development of CPU policies and procedures ensuring they are followed and updated or amended when necessary.
- To provide comprehensive procedural documents with respect to CPU activities.
- To maintain a high operational effectiveness of all CPU personnel.
- To organise and conduct regular inspection of all CPU equipment, its maintenance and replacement.
- To coordinate Close protection operations 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 undertake any other tasks required by the SIU/IG Commander.

#### **Job Requirements**

- Graduate of a police or military academy with a rank of Lieutenant or equivalent.
- To have a minimum of 5 years experience working in a Close Protection Unit.
- To possess a past experience of Close Protection Unit management with demonstrated ability in providing effective operational planning and in the development of CPU procedures.
- Prior mission experience with an international organisation is desirable
- Good knowledge of the Balkan area and specifically of Kosovo is desirable
- English language required
- To be in possession of security clearance at the level of EU Secret

Police Component

Special Police Department

Title: **Close Protection Unit Team Leader, SIU/CPU – EK0426**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/She reports to the CPU chief.

#### **Job Description**

- To be responsible for the protection of persons under the supervision and direction of the Chief of the Close Protection Unit (CPU).
- To prepare, organise and carry out close protection operations and liaise with all relevant parties as required.



- To prepare, organise and carry out training program for CPU members.
- To prepare and update Close Protection Procedures and guidelines for the unit.
- To command on the field CPU personnel specifically if situation request expertise and coordination.
- To prepare staff planning and duty rosters regarding operations, training and leave periods.
- To continuously monitor CPU Officers behavior and compliance with relevant guidelines, laws and regulations.
- To undertake any other tasks required by the SIU/IG Commander.

### Job Requirements

- Rank: Lieutenant.
- To have a minimum of 5 years experience working in a Close Protection Unit.
- To have good technical skills regarding staff management, reporting tasks, communications.
- Professional knowledge on weapons, driving techniques and specific devices encountered in close protection operations desirable.
- To be in possession of security clearance at the level of EU Confidential.

Police Component

Special Police Department

Title: **Close Protection Unit Security Officer, SIU/CPU – EK 0427**

Employment regime: **Seconded**

Confirmed vacancies: **23** Pending vacancies: **1**

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

He/She reports to his respective CPU Team leader.

### Job Description

- To be responsible for the protection of persons under the supervision and direction of the Close Protection Unit (CPU) Team Leaders.
- To coordinate protection operations within a team with other security officers and with all relevant parties as required.
- To work efficiently with other colleagues of the CPU to achieve units goals.
- To remain with the protected person and keep a high level of vigilance at any time in the event of any risk, threat or attack.
- To be able to assess a situation under stress pressure and to react accordingly for protection of persons always respecting prescribed laws and regulations.
- To behave in a professional manner at all times having a clean appearance and adapted manner in keeping with close protection work.
- To undertake any other tasks required by the SIU Commander.

### Job Requirements

- Rank: Warrant officer or police officer to be member of a Close Protection Team (48).
- To have a minimum of 5 years experience working in a Close Protection Unit.
- To have good technical skills regarding communications, weapons, driving techniques and knowledge of specific devices encountered in close protection operations.
- To be certified in the use of the weapons required to perform the role.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Special Police Department

Title: **Dog Handler Team Leader, SIU/K9 Unit – EK 0430**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/She reports to the Security and Intervention Units Commander/ Deputy-Commander

### Job Description

- To manage all the K9 unit aspects under the direction and supervision of SIU Commander and SIU Deputy Commander.
- To provide advice to the SIU Commander in police dog operations related matters
- To be responsible for operation plans and preparation.
- To command Dog handlers in operations.
- To supervise the work of dog handlers and ensure that planning and execution of operations are adequate.
- To ensure a correct management of K9 unit regarding staff, training activities, operations and EULEX mission absence policy according to operational needs.
- To aid in the development of K9 unit policies and procedures ensuring they are followed and updated or amended when necessary.
- To provide comprehensive procedural documents with respect to K9 unit activities.
- To maintain a high operational effectiveness of the unit.
- To organise and conduct regular inspection in the K9 unit of all equipment, its maintenance and replacement.
- To coordinate K9 Operations with all relevant services.
- To develop professional contacts with the local police, military and security managers of other international organizations.
- To ensure the requirement of staff discipline and behaviour are adhered to.
- To undertake any other tasks required by the SIU Commander.

### Job Requirements

- Rank: Lieutenant or Warrant officer
- Relevant diplomas from Police or Military specialized school.
- Experience related to police K9 unit management.
- A minimum of 5 years of police service in a Police K9 Unit.
- To be certified in the use of the weapons required to perform the role.
- English language required.
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Special Police Department

Title: **Dog Handler for Patrol Dog, SIU/K9 unit – EK 0431**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/She reports to the Unit Team Leader.

### Job Description

- To be responsible for all the tasks usually dedicated to a Canine Unit under the supervision of a coordinator who is the K9 Unit Team Leader and direction of the SIU commander.
- To perform police tasks using a patrol dog as required in duty with other EULEX mission police officers and with all relevant parties.
- To follow instructions given by Unit coordinator and work within a team efficiently with other colleagues of the SIU/K9 unit to achieve units goals.
- To keep the dog on a high level of preparation and in good physical conditions.
- To be well trained and ready to undertake operations at any time when requested. Even on high risk situations.
- To be able to assess a situation under stress pressure and to react accordingly always respecting law prescriptions.
- To develop EULEX mission dog handling procedures for police 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 tasks required by the SIU Commander.

### Job Requirements

- Police officer

- Relevant diplomas from Police or Military specialized school.
- Training related to patrol dog missions and public safety.
- A minimum of 5 years of police service as dog handler for patrol dogs in a Police K9 unit.
- To be certified in the use of the weapons required to perform the role.
- English language required.
- To be in possession of security clearance at the level of EU Restricted.

Police Component  
Special Police Department

---

Title: **Dog Handler for Drugs Search Dog, SIU/K9 Unit – EK0432**

Employment regime: **Seconded**

Confirmed vacancies: **3** Pending vacancies: **0**

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

He/She reports to the Unit Team Leader

### Job Description

- To be responsible for all the tasks usually dedicated to a Canine Unit under the supervision of a coordinator who is the K9 Unit Team Leader and direction of the SIU commander.
- To perform drugs search with dogs as required in duty with other EULEX mission police officers and with all relevant parties.
- To follow instructions given by Unit coordinator and work within a team efficiently with other colleagues of the SIU/K9 unit to achieve units goals.
- To keep the dog on a high level of preparation and in good physical conditions.
- To be well trained and ready to undertake operations at any time when requested even on high risk situations.
- To be able to assess a situation under stress pressure and to react accordingly always respecting law prescriptions.
- To develop EULEX mission dog handling procedures for drugs search 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 tasks required by the SIU Commander.

### Job Requirements

- Police officer
- Relevant diplomas from Police or Military specialized school.
- Training related to drugs and public safety.
- A minimum of 5 years of police service as dog handler for drugs search in a Police K9 Unit.
- To be certified in the use of the weapons required to perform the role.
- English language required.
- To be in possession of security clearance at the level of EU Restricted.

Police Component  
Special Police Department

---

Title: **Dog Handler for Explosives Search Dog, SIU/K9 Unit – EK0433**

Employment regime: **Seconded**

Confirmed vacancies: **2** Pending vacancies: **0**

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

He/She reports to the Unit Team Leader.

### Job Description

- To be responsible for all the tasks usually dedicated to a Canine Unit under the supervision of a coordinator who is the K9 Unit Team Leader and direction of the SIU commander.
- To perform preventive security checks and security checks with dogs as required in duty with other EULEX mission police officers and with all relevant parties.

- To follow instructions given by Unit coordinator and work within a team efficiently with other colleagues of the SIU/K9 unit to achieve units goals.
- To keep the dog on a high level of preparation and in good physical conditions.
- To be well trained and ready to undertake operations at any time when requested. Even on high risk situations.
- To be able to assess a situation under stress pressure and to react accordingly always respecting law prescriptions.
- To develop EULEX mission dog handling procedures for explosives detection 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 tasks required by the SIU Commander.

### Job Requirements

- Police officer
- Relevant diplomas from Police or Military specialized school.
- Training related to explosives and public safety.
- A minimum of 5 years of police service as dog handler for explosives search in a Police K9 Unit.
- To be certified in the use of the weapons required to perform the role.
- English language required
- To be in possession of security clearance at the level of EU Restricted.

Police Component

Special Police Department

Title: **De-miner Team Leader, SIU/EOD-IEDD Unit – EK 0435**

Employment regime: **Seconded**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/She reports to the Security and Intervention Units Commander/ Deputy-Commander.

### Job Description

- To manage all the I/EOD Unit aspects under the direction of SIU commander and SIU deputy commander supervision.
- To provide advice to the SIU Commander in neutralization of ordnance or explosives devices and I/EOD operations related matters
- To be responsible for operation plans and preparation.
- To command De- miners in operations.
- To supervise the work of De-miners and ensure that planning and execution of operations are adequate.
- To ensure a correct management of the I/EOD unit regarding staff, training activities, operations and mission absence policy according to operational needs.
- To aid in the development of I/EOD unit policies and procedures ensuring they are followed and updated or amended when necessary.
- To provide comprehensive procedural documents with respect to De-mining activities.
- To maintain a high operational effectiveness of the unit.
- To organize and conduct regular inspection in the I/EOD unit of all equipment, its maintenance and replacement.
- To coordinate Explosives devices neutralization and De-mining Operations with all relevant services.
- To develop professional contacts with the local police, military and security managers of other international organisations.
- To ensure the requirement of staff discipline and behavior are adhered to.
- To undertake any other tasks required by the SIU Commander.

### Job Requirements

- Rank: Lieutenant or Warrant officer.
- Relevant diplomas from Police or Military specialized school.
- Training related to explosives and public safety.
- A minimum of 5 years of police service as Chief De-miner in an EOD-IEDD Unit.
- To be certified in the use of the weapons required to perform the role.
- To be in possession of security clearance at the level of EU Restricted.

Title: **De-miner, SIU/EOD-IEDD Unit – EK 0436**

Employment regime: **Seconded**

Confirmed vacancies: **4** Pending vacancies: **0**

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

He/She reports to the chief of I/EOD Unit, the De-miner Team Leader

### **Job Description**

- To be responsible for all the tasks usually dedicated to an EOD-IEDD unit under the supervision of the De-miner Team Leader and direction of the SIU Commander.
- To take in charge and neutralize any UXO and explosive devices discovered regarding EULEX mandate.
- To perform preventive security checks and security checks of abandoned or suspicious objects discovered as required in duty with other EULEX mission police officers and with all relevant parties.
- To follow instructions given by Unit coordinator and work within a team efficiently with other colleagues of the SIU/EOD-IEDD unit to achieve units goals.
- To keep a high level of preparation and train consequently.
- To be ready to undertake operations at any time when requested even 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 EULEX mission EOD-IEDD procedures.
- 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 tasks required by the SIU Commander.

### **Job Requirements**

- Police officer.
- Relevant diplomas from Police or Military specialized school.
- Training related to explosives and public safety.
- A minimum of 5 years of police service as de-miner in an EOD-IEDD Unit.
- To be certified in the use of the weapons required to perform the role.
- English language required.
- To be in possession of security clearance at the level of EU Restricted.

### **Customs Component**

Title: **Customs Law Enforcement Advisor – EK0465**

Employment Regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

The Customs Law Enforcement Advisor reports to the Head of Customs/Senior Advisor to the Director General of Customs Service.

### **Job Description**

- To monitor/mentor/advise the Director of Law Enforcement on the operational management and development of the Enforcement function consisting of Intelligence, Investigation, Anti-Smuggling and Internal Excise remits.
- To advise on the enforcement element of the Customs Service Annual Operational Management Plan
- To monitor the high revenue risk control regime.
- To advise and report to the Head of the Customs Component on any Law Enforcement related operational activities; recommend correction/intervention when needed.
- To assist in improving the capability to deprive criminal attacks on revenue flow to the Kosovo Consolidated Budget by means of targeted enforcement activity.
- To assist the Ministry of Finance and Economy fiscal policy decision-making process from the Enforcement perspective.

- To help develop customs liaison with Enforcement counterparts in other Customs services.
- To undertake any other tasks required by the Head of the Customs Compliance Unit.

### Job Requirements

- Advanced University degree in a customs related field, accompanied by a wide range of relevant training courses.
- A minimum of 5 years of professional experience in a middle/higher management position in a European Union customs administration and 10 years of overall professional experience.
- Extensive knowledge and proven experience in the field of customs Law Enforcement.
- International experience, particularly in crisis areas with multi-national and international organisations is desirable.
- EU Civilian Crisis Management Course or EULEX Mission experience is desirable.
- Knowledge of Albanian/Serbian is desirable.
- To be in possession of security clearance at the level of EU Secret.

### Customs Component

---

Title: **Mobile Unit Coordinator – EK 0470**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1**

Pending vacancies: **0**

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

The Mobile Unit Coordinator reports to the Head of the Customs Component through the Deputy Head of Customs Component.

### Job Description

- To be responsible for the day to day management and overseeing subordinated customs monitors' daily activity and provide them necessary support and assistance and coordination of the EULEX Customs Mobile Units.
- To make personal assessments of the customs monitors monitoring, mentoring and advising (MMA) activities.
- To liaise with Mission and Component counterparts within EULEX regarding Mobile Unit activities.
- To act as a liaison officer between the Customs Component and their police counterparts within the Mission and the Customs Monitoring Teams regarding the exchange of information related to criminal investigations.
- To update the Head and Deputy Head of Customs Component, on a daily basis, of all significant developments or other aspects that may affect the operational capabilities of the Mobile Unit;
- To liaise with other Law Enforcement Agencies, KFOR and other identified Organizations that can provide useful information for the Head of Customs.
- To assist in the coordination of intelligence and investigation activity with other law enforcement agencies in Kosovo.
- To report on the mobile units results and activities to the Head of EULEX Customs on regular basis.
- To be the principal point of contact for KFOR in relation to Mobile Unit activities.
- To be responsible for executive functions as delivered by the mobile units.
- To undertake any other tasks required by the Head of Customs.

### Job Requirements

- At least ten years of experience in a Customs service, dealing with customs procedures, risk assessment, Border Management and anti-smuggling controls.
- Ability to make decisions quickly and be accountable for them.
- Intelligence and/or investigation experience from Customs is an asset;
- Ability to monitor and advise the customs monitors and local counterparts;
- Experience in the South East European region is an asset.
- International experience, particularly in crisis areas with multi-national and international organizations is desirable.
- EU Civilian Crisis Management Course or CSDP mission experience is desirable.

- Knowledge of local languages (Albanian/Serbian) is desirable.
- Qualified and authorized to carry personal weapon if seconded or be prepared to be trained in their use if contracted.
- Good command of written and spoken English language is required.
- To be in possession of security clearance at the level of EU Confidential

Customs Component

Title: <b>Customs Senior Monitor – EK 0471</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>2</b>	Pending vacancies: <b>0</b>	Category: <b>III</b>	Level: <b>2</b>

The Monitors and Senior Monitors report to the Mobile Unit Coordinator.

**Job Description**

- Team Leader or member of a mobile team of 3 international customs monitors, to conduct on-spot customs monitoring throughout Kosovo.
- To participate in Customs operational responses to combat the threat from organised crime and corruption.
- To assist in conducting major intelligence and investigation casework and activity.
- To monitor the quality of intelligence/investigation casework and activity.
- To monitor/mentor/advise the local customs officers on cross-border cooperation and Integrated Border Management.

**Job Requirements**

- At least five (S. Monitor) or three (Monitor) years of experience in customs or equivalent law enforcement/security agency preferably in anti smuggling, intelligence and/or investigation.
- Ability to make decisions quickly and be accountable for them.
- Ability to monitor and advise local counterparts.
- Experience in the South East European region is an asset.
- International experience, particularly in crisis areas with multi-national and international organisations is desirable.
- EU Civilian Crisis Management Course or CSDP Mission experience is desirable
- Knowledge of Albanian/Serbian is desirable.
- RHiB and boat handling skills would be an advantage.
- Qualified and authorized to carry personal weapon if seconded or be prepared to be trained in their use if contracted.
- To be in possession of security clearance at the level of EU Restraint.

Customs Component

Title: <b>Customs Monitor – EK 0472</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>0</b>	Pending vacancies: <b>1</b>	Category: <b>III</b>	Level: <b>2</b>

The Customs Monitors report to the Mobile Unit Coordinator.

**Job Description**

- Team Leader or member of a mobile team of 3 international customs monitors, to conduct on-spot customs monitoring throughout Kosovo.
- To participate in Customs operational responses to combat the threat from organised crime and corruption.
- To assist in conducting major intelligence and investigation casework and activity.
- To monitor the quality of intelligence/investigation casework and activity.
- To monitor/mentor/advise the local customs officers on cross-border cooperation and Integrated Border Management.

**Job Requirements**

- At least three years of experience in customs or equivalent law enforcement/security agency preferably in anti smuggling, intelligence and/or investigation.
- Ability to make decisions quickly and be accountable for them.
- Ability to monitor and advise local counterparts.
- Experience in the South East European region is an asset.
- International experience, particularly in crisis areas with multi-national and international organisations is desirable.
- EU Civilian Crisis Management Course or CSDP Mission experience is desirable.
- Knowledge of Albanian/Serbian is desirable.
- RHiB and boat handling skills would be an advantage.
- . Qualified and authorized to carry personal weapon if seconded or be prepared to be trained in their use if contracted.
- 
- To be in possession of security clearance at the level of EU Restraint.

Customs Component

Title: <b>Customs Officer – EK0473/1</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>2</b>	Pending vacancies: <b>1</b>	Category: <b>III</b>	Level: <b>3</b>

The Customs Officers report to the Head of the Customs Component.

**Job Description**

- As part of a team of international customs officers, to conduct on-spot customs executive tasks and monitoring throughout Kosovo.
- To participate in Customs operational responses to combat the threat from organised crime and corruption.
- To assist in conducting major intelligence and investigation casework and activity.
- To monitor the quality of intelligence/investigation casework and activity.
- To monitor/mentor/advise the local customs officers on cross-border cooperation and Integrated Border Management.

**Job Requirements**

- At least three years of experience in customs preferably in intelligence and/or investigation in Customs.
- Monitoring and advising skills
- Experience in the South East European region is an asset.
- International experience, particularly in crisis areas with multi-national and international organisations is desirable.
- EU Civilian Crisis Management Course or CSDP mission experience is desirable
- Knowledge of Albanian/Serbian is desirable.
- Qualified and authorized to carry personal weapon if seconded or be prepared to be trained in their use if contracted.
- To be in possession of security clearance at the level of EU Restraint.

Customs Component

Title: <b>Customs Revenue Officer Coordinator – EK 0475</b>			
Employment regime: <b>Seconded</b>			
Confirmed vacancies: <b>1</b>	Pending vacancies: <b>0</b>	Category: <b>III</b>	Level: <b>1</b>

The Customs Revenue Coordinator reports to the Head of the EULEX Customs Component

**Job Description**

- To coordinate the EULEX Customs Component work and staff associated with revenue collection for commodities entering Kosovo at Rudnica (Gate) 1 and Route Hen (Gate 31)



- To keep the Head of Customs informed on a daily basis of all significant developments or other aspects that might affect the operational capabilities of the revenue collection
- To liaise with Component counterparts within the EULEX regarding revenue collection
- To undertake any other tasks required by the Head of Customs.

### Job Requirements

- At least five years of experience in operational customs revenue collection
- Comprehensive knowledge of the EU Customs Revenue related regulations
- Experience in Western Balkan region is an asset
- International experience, particularly in crisis areas with multi-national and international organisations is desirable
- EU Civilian Crisis Management Course or CSDP mission experience is an asset
- Knowledge of local languages is advantage
- To be in possession of security clearance at the level of EU Confidential

### Customs Component

Title: <b>Customs Revenue Senior Officers and Customs Revenue Officers – EK 0475/1</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>3</b>	Pending vacancies: <b>0</b>	Category: <b>III</b>	Level: <b>2/3</b>

The Customs Revenue Officers reports to the Customs Revenue Coordinator

### Job Description

- To execute on a 24/7 basis customs revenue collection, including accounting and disbursement relating to commodities entering Kosovo at Rudnica (Gate 1) and Route Hen (Gate 31)
- To undertake any other customs task related to Gate 1 & 31 as required by the Head of Customs.

### Job Requirements

- At least five (Senior Officer) or three (Officer) years of experience in customs revenue collection, including accounting procedures.
- Knowledge to EU Customs Revenue related regulations
- Experience in Western Balkan region is an asset
- International experience, particularly in crisis areas with multi-national and international organisations is desirable
- EU Civilian Crisis Management Course or CSDP mission experience is an asset
- Knowledge of local languages is an advantage
- To be in possession of security clearance at the level of EU Restraint.

### Justice Component

Office of the Head of Justice

Title: <b>Reporting Officer – EK0482</b>			
Employment regime: <b>Seconded</b>			
Confirmed vacancies: <b>1</b>	Pending vacancies: <b>0</b>	Category: <b>III</b>	Level: <b>2</b>

The Reporting Officer reports to the Chief Reporting Officer in Mission HQ and works in support of the Head of Justice.

### Job Description

- To assist in drafting reports on behalf of the Chief Reporting Officer and the Head of Justice.
- To produce high quality reports according to the mission needs to be distributed internally and externally, in particular to the chain of command in Brussels (predominantly bi-weekly, monthly and special reports).
- To read incoming reports carefully and – where necessary/appropriate – channel relevant information on to the affected/interested unit/mission member and in accordance to the mission chain of command and decision.
- To analyse and collate the reports on the assessments of all mission activities with other components drawn

from other mission reports and partner organisations. To analyse and assess the developments and achievements of mission goals producing analytic reports.

- To assist in the collection and filing of relevant documents produced within the mission, including classified and restricted access material, ensuring immediate access to the required documents.
- To assist in collecting, recording and dispatching of mail and correspondence within the mission, overseeing the correspondence process to ensure timely and appropriate responses.

### Job Requirements

- University Degree in Police Sciences, Languages or Literature, Business Administration or related field.
- Have a minimum of 5 years of professional experience with 3 years in reporting and analysing of information.
- To have excellent reporting skills including report compilation, analysis, drafting and editing skills.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- To be in possession of Security Clearance at the level of EU Confidential

Justice Component

Office of the Head of Justice

Title: **Project Officer – EK0483**

Employment regime: **Seconded**

Confirmed vacancies: **0** Pending vacancies: **1**

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

The Project Officer reports to the Chief Programme Officer in Mission HQ and works in support of the Head of Justice.

### Job Description

- To advise and assist the Chief Programme Officer and the Head of Justice in monitoring the implementation of EULEX Mission programme portfolio within the Justice Component, 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 projects according to the objectives of the EULEX mission 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 Justice Component mission programmes and to fully brief the Chief of Programme and Head of Justice Component accordingly.
- To undertake any other tasks required on behalf of the Chief Programme Officer.
- To compile relevant statistics and carry out qualitative analysis/evaluation of Kosovo Police Service, justice and customs structures/activities related to political and social issues.
- To study the Kosovo Police Service structures with a view to their professional and operational effectiveness, in accordance with the goals of the EULEX mission.

### Job Requirements

- A University Degree in Project Management, Human Resources, Business Administration or equivalent academic or professional training.
- Have a minimum of 5 years of relevant experience, with broad professional experience, in legal, administrative and operational aspects of Project Management.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions - especially training aspects.
- To be in possession of security clearance at the level of EU Confidential.

Justice Component

Correctional Unit

Title: **Audit Expert – EK 0491**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: <b>1</b> Pending vacancies: <b>0</b>	Category: <b>II</b> Level: <b>2</b>
---	-------------------------------------

He/she reports to the Head of Correctional Unit.

### Job Description

- To conduct internal, systematic reviews (audit), within the Kosovo Correctional Service together with a local expert in a twin-team
- To report on the findings of the audits to the Kosovo Correctional Service and the Head of the Correctional Unit and to give recommendations to management of the Kosovo Correctional Service at all levels.
- To have oversight and monitor the early release/home leave procedures, with special attention to provide recommendation to combat misuse of the systems.
- To take on additional tasks provided by Head or Deputy Head of Correctional Unit.

### Job Requirements

- Comprehensive knowledge of penitentiary systems (at least 5 years professional experience in this area)
- Experience with auditing and/or inspection activities in this area (at least 2 years)
- Knowledge of other penitentiary systems highly desirable
- To be in possession of security clearance at the level of EU Confidential

Justice Component

Correctional Unit

Title: <b>Coordinator for Prisoners' Escorts – EK0492</b>	
Employment regime: <b>Seconded</b>	
Confirmed vacancies: <b>1</b> Pending vacancies: <b>0</b>	Category <b>II</b> Level <b>3</b>

He/she reports the Head of Correctional Unit.

### Job Description

- To plan and organise the prisoners' escorts conducted by the EU escort group.
- To liaise with Kosovo Correctional Service HQ, courts, prisons, detention centres and police to coordinate the prisoner escort operations and the police protection of high-risk transports.
- To supervise the work of the EU officers allocated to the EU escort group.
- To gradually introduce Kosovo Correctional Service officers into the escorting activities and to oversee their mentoring by EU officers.
- To train Kosovo Correctional Service escort coordination officers for ultimate handover of their tasks.

### Job Requirements

- Minimum of 5 years professional experience in the prison services.
- Project-management, coordination and planning skills.
- Knowledge of escort procedures.
- To be qualified to carry personal weapons.
- To be in possession of security clearance at the level of EU Confidential.

Justice Component

Correctional Unit

Title: <b>Escort Officer – EK 0494</b>	
Employment regime: <b>Seconded/Contracted</b>	
Confirmed vacancies: <b>15</b> Pending vacancies: <b>0</b>	Category: <b>III</b> Level: <b>3</b>

He/she reports to the respective Coordinator for prisoners' escorts.

### Job Description

- To conduct escorts of prisoners and detainees to courts, hospitals and other penal institution with gradually increasing participation of local KCS officers.
- To ensure proper preparation and search of prisoners before and after escorts.
- To train, supervise and mentor KCS transport officers for gradually taking over escort tasks.
- To ensure professional cooperation with police protection elements during escorts.
- To participate in executive emergency operations when needed.

### Job Requirements

- Relevant professional training.
- Minimum of 3 years professional experience as prison officer, including the direct work with prisoners and detainees.
- Special training for control and restraint of prisoners.
- Knowledge of escort procedures.
- Training in the use of firearms.
- To be in possession of security clearance at the level of EU Confidential.

Justice Component

Correctional Unit

Title: **Dubrava Perimeter Patrol Officer – EK0498**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **5** Pending vacancies: **0**

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

He/she reports to the Dubrava Team Leader.

### Job Description

- To patrol the inside and outside perimeter of Dubrava prison in order to prevent escapes and to give early warning in case of external threats.
- To introduce KCS officers into the professional conduct of patrolling activities.
- To participate in executive emergency operations in Dubrava when needed.

### Job Requirements

- Relevant professional training.
- Prison officers with special training for control and restraint of prisoners (at least 3 years professional experience in this area).
- To be in possession of security clearance at the level of EU Confidential

Justice Component

Correctional Unit

Title: **Dubrava Block Supervisor – EK0499**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Dubrava Team Leader.

### Job Description

- To exercise oversight on the work of KCS prison officers in the high-risk block of Dubrava prison.
- To report back on the situation in the high-risk block to the KCS director and EU Correctional Unit.
- To prevent escape preparations, abuse of power, collusion of officers and prisoners etc. in the high-risk block.
- To mentor and advise KCS in effective block management and in respect for prisoners' rights.
- To participate in executive emergency operations in Dubrava when needed.

### Job Requirements

- Relevant professional training.
- Prison officer with at least 5 years professional experience including a minimum of 2 years as prison block/landing manager.
- Special training for control and restraint of prisoners.
- Training in the use of firearms.
- To be in possession of security clearance at the level of EU Confidential.

Justice Component

Ministry of Justice

Title: **Legal Expert - International Legal Cooperation Unit – EK 0502**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

Category: **II** Level: **3**

He/she reports to the Head of Justice.

#### **Job Description**

- To monitor and mentor all activities in the International Legal Cooperation Unit of the Ministry of Justice, including processing of international legal requests.
- To monitor, mentor and assist if requested, in the negotiation, ratification and implementation of international treaties.
- To control and supervise directly when strictly necessary.

#### **Job Requirements**

- University degree in Law.
- Work experience of at least 5 years in the area of international legal cooperation.
- Experience in legal drafting (preferable).
- To be in possession of security clearance at the level of EU Confidential.

Justice Component

Ministry of Justice - Office of Missing Persons and Forensics

Title: **Forensic Doctor – EK0508**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1** Pending vacancies: **0**

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

He/she reports to the Head of the Office of Missing Persons and Forensics

#### **Job Description**

- 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.
- To intervene when necessary.

#### **Job Requirements**

- Medical degree with specialisation in forensic medicine.
- Relevant work experience.
- To be in possession of security clearance at the level of EU Confidential

Justice Component

Kosovo Judicial Council (KJC)

Title: <b>Advisor to the KJC – EK0512</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>1</b>	Pending vacancies: <b>0</b>	Category <b>III</b>	Level <b>1</b>

He/she reports to the Head of Justice

**Job Description**

- To mentor and advise the organs of the KJC with regard to the best fulfilment of its constitutional and legal tasks and competencies, i.e. the organisation and administration of the Kosovo judiciary, the recruitment and promotion of judges, legal education and continued education and training of the legal professions.
- To support and advance the management of the courts, including the Case Management System;
- To monitor and report to the Head of the Justice, the President of the Assembly of European Judges and the Chief of the European Public Prosecutors about the activities and plans of the KJC and its organs.

**Job Requirements**

- At least 5 years of professional experience in the field of the administration of justice and court management.
- University degree in Law.
- To be in possession of security clearance at the level of EU Confidential

Justice Component

EU Judges

Title: <b>Criminal Judge at the Supreme Court – EK 0519</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>0</b>	Pending vacancies: <b>1</b>	Category: <b>II</b>	Level: <b>2</b>

He/she will be part of the Assembly of EU judges, being fully independent in the exercise of judicial functions.

**Job Description**

- 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 (appeals against judgements, interlocutory appeals, protection of legality claims).
- To monitor and mentor the professional performance of Kosovo Supreme Court judges through joint work.
- To hold regular peer discussions with regard to all aspects of judicial functions.

**Job Requirements**

- At least 10 years in legal practice
- At least 5 years of experience as a judge in criminal appeals or as presiding judge in criminal trials.
- Experience in an international environment (preferable).
- To be in possession of security clearance at the level of EU Secret

Justice Component

EU Judges

Justice Component

EU Judges

Title: <b>First Instance Judge for Kosovo Trust Agency Related Matters – EK 0522</b>			
Employment regime: <b>Seconded/Contracted</b>			
Confirmed vacancies: <b>5</b>	Pending vacancies: <b>0</b>	Category: <b>II</b>	Level: <b>2</b>

He/she will be part of the Assembly of EU judges, being fully independent in the exercise of judicial functions.

**Job Description**

- To sit - primarily in mixed panels together with Kosovar judges - in cases which fall under the competency of one of the specialized first-instance panels of the Special Chamber of the Supreme Court for Kosovo Trust Agency (KTA): (i) privatization related claims, (ii) employee list claims, (iii) general ownership and creditor claims, (iv) liquidation-related claims, (v) reorganisation of enterprise claims.
- To monitor and mentor the professional performance of Kosovo judges in the respective panel through joint work.
- To hold regular peer discussions with regard to all aspects of judicial functions.

### Job Requirements

- At least 5 years of professional experience in legal practice.
- At least 3 years as full-time judge on civil law matters
- Good knowledge of commercial, labour, insolvency or property law.
- Prior mission experience would be an asset.
- Proficiency in English.
- To be in possession of security clearance at the level of EU Confidential

Justice Component  
EU Judges

Title: **Criminal Judge at the District Court Level – EK 0523**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **9**

Pending vacancies: **1**

Category: **II**

Level: **2**

He/she will be part of the Assembly of EU judges, being fully independent in the exercise of judicial functions.

### Job Description

- To sit - primarily in mixed panels together with Kosovar judges - in criminal cases at the district court level.
- To monitor and mentor the professional performance of Kosovo criminal judges in the respective courts through joint work.
- To hold regular peer discussions with regard to all aspects of judicial functions.

### Job Requirements

- At least 5 years of professional experience in legal practice
- At least 3 years of experience as full-time judge in criminal trials.
- Prior mission experience would be an asset.
- Proficiency in English.
- To be in possession of security clearance at the level of EU Confidential

Justice Component  
EU Judges

Title: **Civil Judge at the District Court Level – EK 0528**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **1**

Pending vacancies: **0**

Category: **II**

Level: **2**

He/she will be part of the Assembly of EU judges, being fully independent in the exercise of judicial functions.

### Job Description

- To participate in property case proceedings at the Supreme Court, district and municipal courts together with Kosovo judges in mixed panels.
- To monitor, mentor and advise Kosovo court staff, including judges, of the respective courts in handling property cases.
- To hold regular peer discussions with regard to all aspects of judicial functions.

### Job Requirements

- At least 5 years of professional experience in legal practice.
- At least 3 years of experience as full-time judge in civil law matters.
- Good knowledge of substantial and procedural civil law.
- Specific knowledge of property law would be an asset.
- Prior mission experience would be an asset.
- Proficiency in English.
- To be in possession of security clearance at the level of EU Confidential

#### Justice Component

#### EU Judges

Title: **Legal Officer at the District Court Level – EK0535**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **2** Pending vacancies: **1**

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

He/she reports to the EU judges at the district court level.

#### Job Description

- Assist the EU Judges in pre-trial, trial or appeal proceedings.
- 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 or concerning cases in civil law.
- Assist the EU Judges with legal assessment and evaluation of evidence, review, analyze and advise on all court and investigation documents.
- Prepare or assist in the preparation of legal submissions including legal opinions, briefs, memoranda, decisions, orders, verdicts and other legal documents. Legal Officers working with EU Judges in Criminal Law should also assist in preparing summons, arrest warrants, motions, and responses to motions.
- Liaise on behalf of the EU Judge with (a) the Police, Prosecutors, their Legal Officers, Registry and Defence (Criminal Law) or (b) the Parties and Registry (Civil Law).
- Participate, advise and assist the Judges in hearings, trials and processing of evidence and documents submitted during the trial.
- Coordinate and supervise other court support staff members, such as administrative assistants, court recorder and interpreters/translators.
- Perform other duties as assigned.

#### Job Requirements

- At least 3 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.
- University degree in Law.
- Experience of working in post-conflict environments (desirable).
- Experience of the Balkans, especially Kosovo, and knowledge of local languages considered an asset..
- Proficiency in English.
- To be in possession of security clearance at the level of EU Confidential

#### Justice Component

#### EU Prosecutors

Title: **Prosecutor – EK 0543**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **3** Pending vacancies: **1**

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

He/she reports to the Chief of EU Prosecutors.

#### Job Description

- To conduct, in cooperation with local counterparts, criminal investigations in the field of organised crime, war crimes, terrorism, inter-ethnic violence, corruption, financial/economic crimes and other serious crimes.



- To prosecute in close cooperation with Kosovar counterparts, suspects of organised crime, war crimes, terrorism, inter-ethnic violence, corruption, financial/economic crimes and other serious crimes.
- To monitor the prosecutorial performances of Kosovar counterparts.
- To mentor and to advise Kosovar counterparts in order to increase their capacities in dealing with serious crimes.

### Job Requirements

- At least 5 years of professional experience as a prosecutor.
- Experience in working in an international environment would be an advantage.
- Proficiency in English.
- To be in possession of security clearance at the level of EU Confidential

Justice Component

EU Prosecutors

Title: **Legal Officer – EK0550**

Employment regime: **Seconded/Contracted**

Confirmed vacancies: **3** Pending vacancies: **0**

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

He/she reports to the Chief of EU Prosecutors

### Job Description

- To assist the EU 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 EU 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 EU 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 EU 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 perform other duties as assigned.

### Job Requirements

- At least 3 years of professional experience in the field of criminal law.
- University degree in Law
- Experience of working in post-conflict environments (desirable)
- Experience of the Balkans, especially Kosovo, and knowledge of local languages considered an asset.
- To be in possession of security clearance at the level of EU Confidential

## JOB CLASSIFICATION FOR EULEX KOSOVO

This classification comprises four categories with a number of levels for each category, namely:

- Strategic Management (3 levels)
- Upper/Middle Management and Authority (3 levels)
- Operational (3 levels)
- Technical (1 level)

### Category I – Strategic Management

Positions under Category I assume the responsibility to coordinate and set directions for the Mission's operations with an overall impact in the Mission or at least one of its components. Therefore, staff members under Category I are required to possess substantive knowledge of the functioning of the EU, in particular the Common Foreign and Security Policy and European Security and Defence Policy, and have experience in national and/or international assignments in planning and assisting crisis management missions. Staff members under Category I will have an Advanced University degree. Diplomatic background will be desirable for the first two levels.

**Level 1** – Corresponds to the Head of Mission

**Level 2** – Corresponds to the Deputy Head of Mission

**Level 3** – Corresponds to the Heads of Mission Components (Justice, Police, Customs), the Head of the Private Office and the Head of Administration.

### Category II – Upper/Middle Management and Authority

Positions under Category II require professional competence gained through an Advanced University degree and progressively responsible professional experience stemming from a minimum of 5 years of experience in a managerial position and 10 years of overall professional experience.

By "Authority" is meant a set of positions that, although not managerial in nature, entail a high degree of responsibility and authority. This is the case for judges, prosecutors, senior advisors and similar positions.

**Level 1** – This level includes Upper Management. These positions require the ability to manage a diverse and multi-disciplinary team that contains a relatively high number of posts. Holders of these positions should possess expertise in the main area of activity and an in-depth understanding of all the areas of activity within the team. In this level are included Deputy Heads of Component and Heads of Branches.

**Level 2** – Positions of special authority are included in this level, such as judges and prosecutors. Managerial positions that are somewhat in between Levels 1 and 3 are also included.

**Level 3** – This level comprises the middle Management. These positions require the ability to manage a relatively diversified team within a given area of activity as well as a strong competence in the main field of activity. In this level, Chiefs of Section, Unit Coordinators and Team Leaders are included. Non-managerial positions with a certain degree of authority and responsibility are also included, such as senior advisors.

### Category III – Operational

Positions under Category III require the competence to perform operational tasks with an acceptable degree of independence and initiative. The professional competence required is achieved through a University (or equivalent, such as Police Academy) Degree and a minimum number of years of professional experience in a relevant field according to each Level.

**Level 1** – The position requires at least 10 years of professional experience related to the post as well as substantial experience in Crisis Management Missions. It corresponds to a Senior Professional.

**Level 2** – The position requires at least 5 years of professional experience related to the post. It corresponds to a Middle-Rank Professional.

**Level 3** – At least 3 years of professional experience related to the post. It corresponds to a Junior Professional.

#### **Category IV – Technical**

Positions under Category IV require a technical competence acquired through Vocational Education and Training or through specialized Upper Secondary education. The required level of competence demands proven experience in relevant jobs and tasks for at least 5 years.

This category will be composed of one single level.