

European Union



Annex 1

EULEX KOSOVO

Special Call for Contributions for the Deputy Head of Mission EULEX Kosovo

Guidelines for Application and Basic Requirements

Organisation:	EULEX KOSOVO
Job Location:	Balkans Region (Kosovo)
Contract Regime:	Seconded by Contributing States or Seconded / Contracted* Employment regime is indicated in each job description
Job Titles/Vacancy Notice:	Please refer to the Job descriptions
Deadline for applications:	23 June 2010
How to apply:	<p>Interested candidates should use the standard application form (Annex II), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. In case more are received by the same candidate only one will be considered, the one submitted through the national authorities being given priority.</p> <p>Completed forms should be sent to the following email only. Please DO NOT SEND to any other addresses. No further documentation is necessary.</p> <p>Civilian Planning & Conduct Capability (CPCC) E-mail: cpcc-kosovoforgen@consilium.europa.eu</p>
Information:	<p>Additional information can be obtained from the EULEX KOSOVO website (http://www.eulex-kosovo.eu) or over the following contacts: For questions from national authorities:</p> <p>EULEX KOSOVO Attn. Ms. Antigone Marana Tel: +32 (0)2 281 ext. 2630 antigone.marana@consilium.europa.eu</p> <p>CPCC, Conduct of Operations Attn. Mr Alexis Hupin Tel. +32 (0)2 281 ext. 2072 alexis.hupin@consilium.europa.eu</p>

* International staff contracted by the Head of Mission

	<p>For questions from individual applicants:</p> <p>EULEX KOSOVO / Human Resources Tel: + 381 38 222 010 or +386 43 78 ext. 8878, 8933, 8932, 8931 HumanResources@eulex-kosovo.eu</p>
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Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Contributing States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009). Personnel seconded from 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⁽¹⁾. 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 State² 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.

¹ () 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.

² Canada, Croatia, Norway, Switzerland, Turkey and United States

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.

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 EUCI.

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

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

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

D. Additional information on the selection process

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

Application form – Applications will be considered only when using the standard Application Form (Annex 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.

Title: **Deputy Head of Mission – EK 0002**

Positions: **1**

Category: **I**

Level: **2**

The Deputy Head of Mission reports to the Head of Mission.

Job Description

The Deputy Head of EULEX Kosovo shall assist the Head of Mission in managing and coordinating EULEX Kosovo activities, s/he will be expected:

- To report to the Head of Mission.
- To assist the Head of Mission to command, coordinate, manage and control EULEX Kosovo structure and service, as it relates to the Chief of Staff Office, three components of Police, Justice, Customs and Administration.
- To develop and implement all necessary activities and competences to achieve the objectives of EULEX Kosovo, planning and maintaining timelines, allocating resources and coordinating the development of the activities to ensure progress and success of the mission mandate.
- To contribute to the developments of strategies, plans, programs for EULEX Kosovo, focusing in Judicial, Police and Customs Administration in the field of rule of law, taking into account overall political developments in Kosovo.
- To assist the Head of Mission in responsibilities for the security of EULEX Kosovo and, in consultation with the Security Office of the General Secretariat of the Council, to ensure compliance with minimum security requirements applicable to the Mission.
- To establish professional working relationships with relevant civilian and military personnel within designated organisations in the mission area, to facilitate the mutual exchange of necessary information, to allow effective co-ordination and co-operation between the EULEX Kosovo and other primary stakeholders and international organisations in Kosovo.
- To assist the Head of Mission in the day-to-day management of EULEX Kosovo.
- To be responsible for all operational, logistical and functional aspects of the Mission as delegated by the Head of Mission.
- To operate within the budgets.
- To undertake any other tasks required by the Head of Mission.

Job Requirements

- Advanced University degree or equivalent professional education in fields relevant to the function.
- International experience essential, particularly in relation to crisis areas and multi-national and international organisations.
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands.
- Experience in national or international assignments within staff functions, in particular planning and organisation of crisis management missions.
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol. Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment.
- Good working knowledge of political, cultural and security situation and crisis management questions related with Balkans, particularly with Kosovo.
- Professionally fluent in oral and written English.
- To have substantive knowledge of the functioning of the EU, in particular of the Common Foreign and Security Policy, including the European Security and Defense Policy.
- To have a good knowledge of EU Civilian Crisis Management missions.
- To be in possession of security clearance at the level of EU Top secret