

Position: Chief of Staff	Employment Regime: Seconded	Post Category:
Ref. Number: EK 40020 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Chief of Staff reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To exercise day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for Head of Mission (HoM)'s decision-making, and when analysing the internal and external reporting of Mission activities;
- To support the HoM in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in the planning documents, Mission Implementation Plan (MIP), and instructions issued by the HoM;
- To lead, manage and direct the work of the Office of the Chief of Staff of EULEX KOSOVO;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise the development and periodic review of the MIP and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, EUSR, the representatives of EU Member States and Contributing Third States, according to HoM's directions;
- To direct, communicate and co-ordinate internally with the HoM and Pillars and externally with appropriate international organisations, agencies and interlocutors;
- To ensure drafting of reports and other correspondence on behalf of the HoM as appropriate;
- To oversee the internal and external correspondence process to ensure timely and appropriate responses;
- To ensure that documents, reports and letters are prepared for the HoM as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations 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 be the central point of entry for communication between EULEX KOSOVO and EEAS (CPCC);
- To undertake any other related tasks as requested by the Head of Mission.

3. Mission Specific Tasks and Responsibilities:

- To ensure effective communication between Mission Pillars, Mission Support Department, Security & Safety Department and Office of the Chief of Staff;

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND

- A minimum of 15 years of relevant professional experience, after having fulfilled the educational requirements, out of which a minimum of 5 years of experience at senior management level;
- Strong managerial track record;
- A minimum of 1 year of experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.).

5. Essential Knowledge, Skills and Abilities:

- Excellent knowledge of and experience in strategic management and/or public administration;
- Excellent managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances.

Position: Deputy Head of Operations Pillar	Employment Regime: Seconded	
Ref. Number: EK 40041 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Pillar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Deputy Head of Operations Pillar reports to the Head of Operations Pillar.

2. Main Tasks and Responsibilities:

- To deputise for the Head of Operations Pillar (HoOP) in his/her absence;
- To support the HoOP in leading, directing and managing the work and staff of the Operations Pillar (OP) so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission mandate;
- To act as first line manager for Liaison and Coordination Officers of the Office;
- To coordinate and follow-up on OP staff tasks, ensuring a smooth running of Units, especially in case of cooperation between various Units;
- To conduct strategic planning through analysis of inputs originating from the Pillar's operational activities and state of play on mandate implementation;
- To liaise and coordinate with external stakeholders;
- To ensure drafting of reports and other correspondence on behalf of the HoOP and manage routine administrative tasks on his/her behalf;
- To accompany or represent the HoOP at meetings and events as delegated;
- To ensure, in agreement with HoOP, timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the HoOP.

3. Mission Specific Tasks and Responsibilities:

- To advise and support the Deputy Head of Mission, in continuous consultation with the HoOP, on management matters related to policing and other OP areas of responsibility;
- To ensure, in agreement with the HoOP, compliance with Mission management instructions within the OP and to issue clear instructions at operational level to OP staff, ensuring through the Heads of Units that the operational resources are used in the best possible way to reach the Mission's goals;
- To ensure, at operational level, coordination with the Head of Monitoring Pillar;
- To support, as necessary, the HoOP in liaising with KFOR, Kosovo Police and other national/international organisations and law enforcement agencies as to the coordination of Mission activities at policing level.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the following fields of expertise: Social Sciences, Business Administration, Management, Law or Public Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which 5 years at upper management level;
- Senior Law Enforcement Officer.

5. Essential Knowledge, Skills and Abilities:

- Sound knowledge of criminal investigations and special police operations.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in strategic planning and reporting.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Head of Criminal Intelligence and Cooperation Unit	Employment Regime: Seconded	
Ref. Number: EK 40050 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability:
Pillar/Department/Unit: Operations Pillar/ Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Criminal Intelligence and Cooperation Unit reports to the Head of Operations Pillar.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in Mission planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the MIP and benchmarking in the relevant Line of Operation;
- To ensure correct policy is adopted in respect of intelligence gathering, collation, analysing and storage of intelligence and that quality packages are disseminated to the appropriate law enforcement agencies;
- To ensure the Unit provides a dynamic intelligence service;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To undertake any other related tasks as requested by the Head of Operations Pillar.

3. Mission Specific Tasks and Responsibilities:

- To ensure the internal procedures and policies are followed by all Unit staff members;
- To be responsible for drafting the Unit policies;
- To ensure the overall responsibility for any budget allocated to the Unit.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the following fields of expertise: Police Sciences, Law or other related university studies OR equivalent and attested Police or/and Military education; AND
- A minimum of 10 years of relevant professional experience in International Police Cooperation, out of which a minimum of 5 years at a management level, after having fulfilled the education requirements;
- At least 5 years of experience in a managerial position at a command level;
- Led pro-active policing operations involving undercover policing, test purchasing of illicit commodities, interception of communications, covert entry and all technical surveillance methods;
- Working experience with Interpol, Europol, SIRENE, Bi-lateral police cooperation and in mutual assistance;
- Background in organised crime investigations and experience of the intelligence function, International policing experience, and international cooperation agreements.

5. Essential Knowledge, Skills and Abilities:

- Working knowledge of cooperating with other entities (FRONTEX, SELEC centres, ILECU project, Embassies, etc.).

6. Desirable Qualifications and Experience:

- Experience in criminal intelligence;
- Indicative rank: Captain or equivalent;
- Background in organised crime investigations and experience of the intelligence function, International policing experience, international cooperation agreements;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of Albanian and/or Serbian language.

Position: Head of Monitoring Pillar	Employment Regime: Seconded	Post Category:
Ref. number: EK 40080 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Monitoring Pillar (MP) so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission mandate;
- To oversee the MP's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Pillar;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To oversee the Pillar's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Pillar;
- To ensure that Mission staff members working in the Pillar identify and report lessons and best practices within their respective fields of responsibility;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Pillar's activities;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To ensure that advice is provided to the respective institutions as part of the robust monitoring;
- To undertake any other related tasks as requested by the Deputy Head of Mission.

3. Mission Specific Tasks and Responsibilities:

- To manage the Units and functions to ensure delivery of monitoring tasks in support of the Kosovo Correctional Service and the judicial authorities in the follow-up of civil and criminal cases and trials;
- To ensure the Case Monitoring Unit focus on cases prone to political interference, those of a sensitive inter-ethnic nature or with human rights concerns that EULEX KOSOVO has handed over or that have in any other way been identified as most important for the Kosovo system or to ensure the legacy of EULEX KOSOVO;
- To ensure that monitors involved in trial monitoring have no conflict of interest that could compromise monitoring, such as practicing in a court that will be monitored, ensuring pre-existing relationships with legal actors or court personnel are also addressed;
- To ensure full engagement through the Transitions Coordinator and engagement with the EU Office and EUSR to deliver full transition of these tasks to an EU entity by the end of mandate;
- To manage the teams supporting the EU-facilitated Dialogue between Belgrade and Pristina, as necessary, until this expertise can be transferred to another EU entity.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the following fields of expertise: Political Science, International Relations, Law, Social Sciences, Business Administration or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum of 5 years at management level;

- Experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes including a proven ability to establish/review priorities;

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL;
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

7. Desirable Knowledge, Skills and Abilities:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Chief of Case Monitoring Unit	Employment Regime: Seconded	
Ref. Number: EK 40090 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Chief of the Case Monitoring Unit reports to the Head of Monitoring Pillar.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Case Monitoring Unit to ensure it delivers against the Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Monitoring Pillar;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, coordination and information sharing with other relevant operational Units within the Monitoring Pillar;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practices and lessons learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To coordinate, as appropriate, with internal and external stakeholders;
- To undertake any other related tasks as requested by the Head of Monitoring Pillar.

3. Mission Specific Tasks and Responsibilities:

- To advise and support the Head of Monitoring Pillar on all justice related matters;
- To guide the Unit's work in addressing areas of identified structural weaknesses in the performance and accountability of the respective Rule of Law Institutions;
- To guide the Unit's work in addressing identified threats related to the effectiveness, efficiency, impact or sustainability of any aspects being monitored as well as to the impartial, independent and multi-ethnic justice system;
- To ensure the Case Monitoring Unit focus on cases prone to political interference, those of a sensitive inter-ethnic nature or with human rights concerns that EULEX KOSOVO has handed over or that have in any other way been identified as most important for the Kosovo system or to ensure the legacy of EULEX KOSOVO;
- To ensure that the selection of cases for monitoring is in line with the relevant established policies and plans;
- To ensure, at operational level, a constant flow of coordination and information sharing within the Unit, between the Mobile Monitors (Police and Justice) and the Thematic Leads;
- To ensure that justice monitors do not compromise the monitoring principles of judicial independence and objective monitoring;
- To ensure the proper, accurate and timely filing of monitored data in the designated case monitoring database.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level;
- Experience in an advisory function with local institutions on justice sector reforms
- Strong managerial background, including in change management.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of international and regional human rights instruments and institutional mandates such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Knowledge of criminal and civil law including procedural law;
- Ability to manage and coordinate a diversified team;
- Ability to mentor and motivate staff;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to perform under stress and in difficult circumstances;
- Mediation and interpersonal skills.

6. Desirable Qualifications and Experience:

- Extensive international experience, particularly in crisis management with multi-national and international organizations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.
- Knowledge and/or experience in strategic management and/or public administration.

Position: Joint Operations Officer / Safety & Security Department (SSD)	Employment Regime: Seconded	
Ref. Number: EK 40026 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: Jul-18
Pillar/Department/Unit: Office of the Chief of Staff/ Chief of Staff Office/ Joint Operations Room (JOR)	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Joint Operations Officer / Security & Safety Department reports to the Chief of the Joint Operations Room, while keeping the Senior Mission Security Officer fully informed on all relevant developments.

2. Main Tasks and Responsibilities:

- To monitor the security situation in the Mission area as well as to collect, collate, analyse, assess and disseminate information relevant for the implementation of the Mission mandate as well as the general security situation, including the analysis of relevant trends;
- To support and track all operational Security & Safety Department (SSD) movements and coordinate, as required, SSD response;
- To act as focal point for the Watchkeepers' Capability and keep them informed of relevant developments;
- To contribute to the production/maintenance of the Joint Operations Room (JOR) contact lists, emergency notification charts including check lists and other databases, reports or briefings;
- To maintain the JOR maps and visual aids, as appropriate;
- To collect, analyse and maintain all incoming security reports/information from different resources within the Mission area and provide a daily summary to Security Information Analyst Unit;
- To prepare, produce and disseminate reports and products as per Standard Operating Procedures;
- Operate means of secure communications;
- To provide updated information and analysis of major crises or disasters, which could affect the Mission's operations or staff members and to inform staff in the area concerned through SSD;
- To alert and inform senior management and respective SSD staff of important developments;
- To assist JOR Police Operators as required;
- To undertake any other related tasks as requested by the Chief of JOR.

3. Mission Specific Tasks and Responsibilities:

- To monitor all Mission activities assigned, in particular staff movements in the north of Kosovo, and act as the initial point of contact for headquarters and Mission personnel as required;
- To be responsible to coordinate all helicopter operations, including the necessary liaison with the relevant KFOR points of contact.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; The qualification should be in any field related to Security or Emergency Management OR equivalent and attested police or/and military education OR successful completion of a full course in civilian security organisation with duration of 3 years or more; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent analytical, organisational, planning, and time-management skills;
- Excellent radio communication skills;

- Thorough understanding of applicable EU rules and regulations in the area of security and safety.

6. Desirable Qualifications and Experience:

- Ability to perform under stress and in difficult circumstances.
- Relevant experience in handling EU Classified Information.

7. Desirable Knowledge, Skills and Abilities:

- 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.

Position: Operations Officer of International Police Cooperation Unit	Employment Regime: Seconded	
Ref. Number: EK 40059 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Pillar/ Criminal Intelligence and Cooperation Unit/ International Police Cooperation Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) and ensuring relations with Interpol and Europol;
- To provide relevant support for the operational requirements of the Head of Criminal Intelligence and Cooperation Unit, and of other Units;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Team Leader of International Police Cooperation Unit.

3. Mission Specific Tasks and Responsibilities:

- To maintain cooperation and communication with the competent services of INTERPOL, EUROPOL and Kosovo Police International Police Cooperation Unit (ILECU);
- To cooperate with Kosovo Police (KP) offices and judicial authorities regarding vehicle crime matters;
- To maintain the database associated with requests to and from the Criminal Intelligence and Cooperation Unit, KP offices and INTERPOL, EUROPOL, ILECU and third countries;
- To manage everyday routine operation and services of the INTERPOL NCB and future ERUOPOL 'national contact point'.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree in the field of Law, Political, Social Sciences, Public Administration or other related fields OR equivalent and attested police or/and military education;
- A minimum of 5 years of relevant professional experience in International Police Cooperation, after having fulfilled the education requirements;
- At least 5 years of working experience with INTERPOL, EUROPOL, SIRENE, Bi-lateral cooperation and with mutual assistance;
- Senior law enforcement officer;
- Background in organised crime investigations and experience of the intelligence function, international policing experience, international cooperation agreements.

5. Essential Knowledge, Skills and Abilities:

- Working knowledge of cooperating with other entities (FRONTEX, SELEC centres, ILECU project, embassies, etc.);
- Proficient with access into the I-24/7 INTERPOL database and SIENA system;
- Very good interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience:

- Authorised to carry and issued a personal weapon.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Readiness to work in Pristina or Mitrovica.

Position: War Crimes Monitor	Employment Regime: Seconded	
Ref. Number: EK 40093 Confirmed Vacancies: 2 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The War Crimes Monitor reports to the Chief of the Case Monitoring Unit.

2. Main tasks and responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the Area of Responsibility (AoR), in line with the various components of the Mission mandate;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To report on the findings both in qualitative and quantitative terms and to include analysis, comments and suggestions in the reporting;
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To offer peer-to-peer advice to local counterparts;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To undertake other related tasks as requested by the Chief of Case Monitoring Unit.

3. Mission Specific Tasks and Responsibilities:

- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to organized crime cases, to track the progress towards Mission's objectives and provide accurate and timely information to guide management decisions;
- To focus the monitoring on strategic, tactical and operational level of organized crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
 - EULEX KOSOVO risk assessments when handing over the cases to Kosovo authorities;
 - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society
 - gravity and seriousness of the alleged crime;
 - high profile of the suspect/s;
 - possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/ system handed over by EULEX KOSOVO;
- To monitor the implementation of the National Organized Crimes Strategy. To monitor the cooperation between prosecution and police;
- To conduct specific thematic performance and efficiency assessment tasks to identify and analyse potential areas of structural weaknesses or shortcomings of local counterpart;
- To liaise with host state relevant security sector actors and international actors as required;
- To monitor the regional cooperation,;
- To communicate and coordinate frequently with other monitoring elements and Thematic Advisors in the Case Monitoring Unit;
- To suggest targeted actions/trainings to support local counterparts' progress

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education; The qualification should be in the field of Law Enforcement, Law, Police Science or other related university studies; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements.
- A minimum of 5 years of professional experience in serious and complex criminal investigations.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of serious and organized crime investigations and the supervising of such investigations;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code and Criminal Code;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to perform under stress and in difficult circumstances;
- Full computer literacy of basic programs (word processing, spreadsheet and emails); good knowledge of relevant IT archiving systems and procedures;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in organized crimes investigations and/or monitoring of such investigations;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations;
- Strong research and analytical skills.

7. Desirable Knowledge, Skills and Abilities:

- Albanian and/or Serbian language skills;
- Substantial knowledge of the functioning of Kosovo Police and Kosovo Prosecutorial System.

Position: Organised Crime Monitor	Employment Regime: Seconded	
Ref. Number: EK 40094 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Organised Crime Monitor reports to the Chief of the Case Monitoring Unit.

2. Main tasks and responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the Area of Responsibility (AoR), in line with the various components of the Mission mandate;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To report on the findings both in qualitative and quantitative terms and to include analysis, comments and suggestions in the reporting;
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To offer peer-to-peer advice to local counterparts;
- To undertake other related tasks as requested by the Chief of Case Monitoring Unit.

3. Mission Specific Tasks and Responsibilities:

- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to serious crime cases, to track the progress towards Mission objectives and provide accurate and timely information to guide management decisions;
- To focus the monitoring on strategic, tactical and operational level of serious crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
 - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society
 - gravity and seriousness of the alleged crime;
 - high profile of the suspect/s;
 - possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/ system handed over by EULEX KOSOVO;
- To monitor the implementation of the National Serious Crime Strategy;
- To monitor the cooperation between prosecution and police;
- To conduct specific thematic performance and efficiency assessment tasks to identify and analyse potential areas of structural weaknesses or shortcomings of local counterpart;
- To liaise with host state relevant security sector actors and international actors as required;
- To monitor the regional cooperation;
- To communicate and coordinate frequently with other monitoring elements and the Thematic Advisors in the Case Monitoring Unit;
- To suggest targeted actions/trainings to support local counterparts' progress.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education; The qualification should be in the field of Law Enforcement, Law, Police Science or other related university studies; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements.
- A minimum of 5 years of professional experience in serious and complex criminal investigations.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of serious crime investigations and the supervising of such investigations;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code, and Criminal Code;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to perform under stress and in difficult circumstances;
- Full computer literacy of basic programs (word processing, spreadsheet and emails); good knowledge of relevant IT archiving systems and procedures;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in serious crime investigations and/or monitoring of such investigations;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations;
- Strong research and analytical skills.

7. Desirable Knowledge, Skills and Abilities:

- Albanian and/or Serbian language skills;
- Substantial knowledge of the functioning of Kosovo Police and Kosovo Prosecutorial System.

Position: Serious Crime Monitor	Employment Regime: Seconded	
Ref. Number: EK 40095 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Monitoring Pillar/Case Monitoring Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Serious Crime Monitor reports to the Chief of the Case Monitoring Unit.

2. Main tasks and responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the Area of Responsibility (AoR), in line with the various components of the Mission mandate;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To report on the findings both in qualitative and quantitative terms and to include analysis, comments and suggestions in the reporting;
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To offer peer-to-peer advice to local counterparts;
- To undertake other related tasks as requested by the Chief of Case Monitoring Unit.

3. Mission Specific Tasks and Responsibilities:

- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to serious crime cases, to track the progress towards Mission's objectives and provide accurate and timely information to guide management decisions;
- To focus the monitoring on strategic, tactical and operational level of serious crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To provide advice to the respective institutions, if necessary, as part of the robust monitoring;
- To adhere to the basic following criteria for the selection of cases to be prioritized:
 - connections to EULEX KOSOVO legacy and impact of the investigation to Kosovo society
 - gravity and seriousness of the alleged crime;
 - high profile of the suspect/s;
 - possible impact on victims and victim families.
- To monitor the efficiency of the use of the documentation/ system handed over by EULEX KOSOVO;
- To monitor the implementation of the National Serious Crime Strategy;
- To monitor the cooperation between prosecution and police;
- To conduct specific thematic performance and efficiency assessment tasks to identify and analyse potential areas of structural weaknesses or shortcomings of local counterpart;
- To liaise with host state relevant security sector actors and international actors as required;
- To monitor the regional cooperation;
- To communicate and coordinate frequently with other monitoring elements and the Thematic Advisors in the Case Monitoring Unit;
- To suggest targeted actions/trainings to support local counterparts' progress.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications

Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education; The qualification should be in the field of Law Enforcement, Law, Police Science or other related university studies; AND

- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 5 years of professional experience in serious and complex criminal investigations.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of serious crime investigations and the supervising of such investigations;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code, and Criminal Code;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to perform under stress and in difficult circumstances;
- Full computer literacy of basic programs (word processing, spreadsheet and emails); good knowledge of relevant IT archiving systems and procedures;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in serious crime investigations and/or monitoring of such investigations;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations;
- Strong research and analytical skills.

7. Desirable Knowledge, Skills and Abilities:

- Albanian and/or Serbian language skills;
- Substantial knowledge of the functioning of Kosovo Police and Kosovo Prosecutorial System.

Position: Chief Joint Operations Room	Employment Regime: Seconded	
Ref. Number: EK 40024 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff/Chief of Staff Office/Joint Operations Room (JOR)	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Chief Joint Operations Room reports to the Chief of Staff, while cooperating closely with the Senior Mission Security Officer and the Head of Operations Pillar for their areas of responsibility.

2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty of European Union:

- To run the Joint Operations Rooms (JOR) and ensure its effectiveness;
- To manage the JOR staff;
- To develop relevant Standard Operating Procedures;
- To ensure the effective monitoring of the location and movement of all Mission personnel deployed in the field;
- To ensure the collection, analysis distribution and archiving of all incoming security and operational reports; and of information from different sources including the media;
- To monitor the media and relevant open sources and distribute relevant information and to contribute in the situational awareness of the Mission;
- To prepare and disseminate situation summaries for the Mission in a timely manner;
- To review incoming messages and alerts, determine urgency and inform the relevant mission elements and responsible staff members;
- To ensure the proper registration of all activities and in particular in case of incident;
- To alert and inform key security personnel and senior management of important developments;
- To contribute to identifying lessons learned and best practices in his/her respective field of competence;
- To undertake any other related tasks as requested by the Chief of Staff.

3. Mission Specific Tasks and Responsibilities:

- To oversee the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff in line with the relevant Standard Operating Procedures;
- To ensure a proper information flow to the Watchkeepers' Capability;
- To contribute to planning activities of Security & Safety Department and Operations Pillar;
- To oversee the appropriate manipulation of secure communication means.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; The qualification should be in any of the fields of Social Sciences, Law Enforcement, Law, Public Administration, or other related university studies OR equivalent and attested police or/and military education; AND
- A minimum of 6 years of relevant professional experience in the civilian, military or police sectors in the protection of personnel, facilities and assets, after having fulfilled the education requirements. Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets and in particular in the management of a Crisis or Operations Center/Room;
- Senior Law Enforcement Officer;
- Experience in planning security and/or police operations;
- Experience in planning and implementing projects;

- Experience in handling EU Classified Information.

5. Essential Knowledge, Skills and Abilities:

- 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;
- Excellent analytical, organisational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when required.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential threats.

Position: Informant Handler	Employment Regime: Seconded	
Ref. Number: EK 40051 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Pillar/ Criminal Intelligence & Cooperation Unit/ Office of the Head of Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Informant Handler reports to the Head of Criminal Intelligence and Cooperation Unit.

2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP).
- To identify, recruit and manage informants (covert human intelligence source) who can provide information relating to serious and organised crime;
- To liaise with other Mission Units, other law enforcement agencies and police agencies, and other organisations to gather information;
- To liaise with international law enforcement authorities outside Kosovo;
- To ensure that the identity of the informants remains protected while providing the law enforcement authorities with evidential information required;
- To ensure that applicable laws, the Criminal Procedure Code and the regulation regarding covert measures are applied to the handling of the informant;
- To develop and manage cover stories for the protection of the informant;
- To undertake any other related tasks as requested by the Head of Criminal Intelligence and Cooperation Unit.

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented by specialised training;
- A minimum of 8 years of relevant professional police experience or experience in a similar/relevant field, after having fulfilled the education requirements.
- Extensive and progressive professional experience in intelligence and criminal investigation fields;
- Extensive experience in the field of informant handling.

5. Essential Knowledge, Skills and Abilities:

N/A

6. Desirable Qualifications and Experience:

- Authorised to carry and issued a personal weapon.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.

Position: Special Liaison Intelligence Officer	Employment Regime: Seconded	
Ref. Number: EK 40052 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Pillar/ Criminal Intelligence and Cooperation Unit/ Office of the Head of Criminal Intelligence and Cooperation Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Special Liaison Intelligence Officer reports to the Head of Criminal Intelligence and Cooperation Unit.

2. Main Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To be responsible for intelligence collection, protection analysis and dissemination of intelligence received from a variety of sensitive sources;
- To undertake liaison with the military, the law enforcement and other external parties to ensure intelligence capabilities are maximized in support of the Office of the Head of Criminal Intelligence and Cooperation Unit (CICU) objectives;
- To ensure that material generated is handled in accordance with existing procedures and guidelines;
- To brief both internal and external agencies as required;
- To develop and update procedures for the SLU in order to maximize intelligence opportunities for the Unit;
- To provide advice in joint operations with other parties;
- To undertake any other related tasks as requested by the Chief of Office of the Head of CICU.

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented by Police or Military training;
- A minimum of 5 years of relevant professional police/military experience, after having fulfilled the education requirements;
- Extensive and progressive professional experience in intelligence issues and/or complex data.

5. Essential Knowledge, Skills and Abilities:

N/A

6. Desirable Qualifications and Experience:

- Military background and familiarity with military structures and terminology;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal intelligence.

7. Desirable Knowledge, Skills and Abilities:

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