EUROPEAN EXTERNAL ACTION SERVICE

European Union Rule of Law Mission in Kosovo
EULEX Kosovo
3-2026 Call for Contributions

Annex 1 – Requirements and Job Descriptions

All positions listed hereunder are open to applications from candidates seconded[1] by EU Member States.

Post Ref.:	Post Title:	Location:	Availability:	Open to	
				Contracted Applications[2]	Third States[3]
EK 60020	Chief of Staff	Pristina	ASAP	-	-
EK 60021	Executive Officer	Pristina	ASAP	-	-
EK 60029	Internal Auditor	Pristina	ASAP	-	-
EK 60030	Verification Officer	Pristina	ASAP	YES	-
EK 60035	Reporting Officer	Pristina	ASAP	-	-
EK 60035	Reporting Officer	Pristina	ASAP	-	-
EK 60050	Head of Human Resources Section	Pristina	ASAP	YES	-
EK 60054	Deputy Head of Human Resources Section	Pristina	ASAP	-	-
EK 60067	Operations Officer	Pristina	17 Dec 2026	-	-
EK 60080	Head of Forensic Medicine Team	Pristina	01 Sept 2027	-	YES
EK 60081	Forensic Analyst	Pristina	10 Mar 2027	-	YES
EK 60086	Correctional Advisor	Pristina	01 Sept 2027	-	YES
EK 60087	Correctional Monitor	Pristina	01 Sept 2027	-	YES
EK 60089	Deputy Head of Case Monitoring Unit	Pristina	ASAP	-	-
EK 60092	Justice Monitor	Pristina	ASAP	-	YES
EK 60092	Justice Monitor	Pristina	01 Apr 2027	-	YES
EK 60092	Justice Monitor	Pristina	01 Sept 2027	-	YES
EK 60092	Justice Monitor	Pristina	01 Sept 2027	-	YES
EK 60092	Justice Monitor	Pristina	01 Sept 2027	-	YES
EK 60093	Police Monitor	Pristina	02 Dec 2026	-	YES
EK 60093	Police Monitor	Pristina	07 Jan 2027	-	YES

EK 60094	Thematic Lead Monitor – Case Administration and Management	Pristina	01 Sept 2027	-	YES
EK 60095	Thematic Lead Monitor – Crimes Under International Law	Pristina	01 Sept 2027	-	YES
EK 60100	Head of Police Information and Operations Component	Pristina	15 Dec 2026	-	-
EK 60102	Deputy Head of Police Advisors Unit	Mitrovica	ASAP	-	-
EK 60103	Police Advisor	Mitrovica	02 Feb 2027	-	YES
EK 60103	Police Advisor	Mitrovica	25 Feb 2027	-	YES
EK 60111	Informant Handler	Pristina	01 Sept 2027	-	YES
EK 60111	Informant Handler	Pristina	01 Sept 2027	-	YES
EK 60112	Intelligence Analyst	Pristina	01 Sept 2027	-	-
EK 60121	Operations Officer of the International Police Cooperation Unit	Pristina	13 Feb 2027	-	YES
EK 60121	Operations Officer of the International Police Cooperation Unit	Pristina	15 Mar 2027	-	YES
EK 60200	Head of Mission Support Department	Pristina	01 Sept 2027	-	-
EK 60205	Head of Finance Unit*	Pristina	ASAP	-	-
EK 60206	Finance and Accounting Officer	Pristina	01 Sept 2027	-	-
EK 60210	Head of Procurement Unit	Pristina	01 Sept 2027	-	-
EK 60215	Head of Technical Services	Pristina	ASAP	-	-
EK 60216	Head of Transport Unit	Pristina	01 Sept 2027	-	-
EK 60217	Head of Logistics Unit	Pristina	01 Sept 2027	-	-
EK 60220	Head of Communication and Information Systems Unit*	Pristina	ASAP	YES	-
EK 60221	CIS Communications Officer	Pristina	01 Sept 2027	YES	-
EK 60222	IT Officer (Network/ Servers)	Pristina	01 Sept 2027	YES	-
EK 60223	IT Officer (Software/ Databases)	Pristina	01 Sept 2027	YES	-
EK 60251	Deputy Head of Security and Health Department	Pristina	ASAP	-	-
EK 60252	Mission Security Ops and Planning Officer	Pristina	01 Sept 2027	-	-
EK 60253	Weapons and Firearms Instructor/ Armorer	Pristina	29 Mar 2027	-	-
EK 60260	Head of Medical Unit	Pristina	01 Sept 2027	-	-
EK 60265	Team Leader Armed Protection Unit	Pristina	ASAP	-	-

EK 60267	Close Protection Operator	Pristina	04 Jan 2027	-	-
EK 60271	Mission Security Officer	Pristina	01 Sept 2027	-	-
EK 60271	Mission Security Officer	Pristina	01 Sept 2027	-	-
EK 60300	Member of the Human Rights Review Panel (part-time)	Pristina (hybrid)	ASAP	-	YES

[1]*Seconded candidates are candidates who hold the citizenship of an EU Member State and have been endorsed by their National Seconding Authority (NSA) as well as validated in their database. Candidates interested in applying as seconded for vacant posts should contact their respective NSA for information on the application process and national eligibility criteria. Please note that CivOpsHQ and the Mission are unable to provide further information on National Seconding Authorities.*

[2]*When 'YES' is indicated, this post is, in addition to seconded, open to candidates holding the citizenship of an EU Member State applying under Contracted Employment Regime.*

[3]*When 'YES' indicated, this post is open to seconded candidates holding a citizenship of a Non-EU state considered a Contributing or Invited Third State (CTS) to the respective Mission.*

Deadline for Applications | Friday, 20 November 2026, 17:00 CET

How to submit an application:

- **You hold the citizenship of an EU Member State** and must use Goalkeeper to apply following the indicated links; either:
  a) You are already registered on Goalkeeper AND you have an associated EU Login: https://goalkeeper.eeas.europa.eu/registrar/web
  b) You do not have a Goalkeeper account nor an associated EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do

- **You do not hold the citizenship of an EU Member State**. Candidates who hold the citizenship of a non-EU Contributing Third State (CTS) may only be considered when they are seconded by their National Seconding Authority (NSA). Personal applications will not be accepted. Candidates should contact their NSA and submit their application form through this channel.

For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):

Ms Leire MARTIN
CIVOPSHQ-HR-EULEX-Kosovo@eeas.europa.eu
+32 (0)2 584 60 89

**Availability of post is subject to the acceptance of deployment.*

Low/Moderate/Significant Threat Non-Family Mission
The European Union Rule of Law Mission in Kosovo (EULEX Kosovo) bears a Low/Moderate/Significant Threat Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility.

Please note that the Country Threat Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

Seconded personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member 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 the Council documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Seconded personnel from Contributing Third States (CTS) – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Contracted personnel – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and is in addition limited to a maximum duration of 24 months. There is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

Specificities for high or critical threat missions
International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission ("cooling off period") at the date of their

application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve-month deployment, will not be eligible.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of duty/contract period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operation Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EULEX Kosovo, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected candidates 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. They shall carry out their duties and act in the interest of the Mission.

Flexibility and adaptability – Candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

Physical and mental health – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with "Fit to work clearance" procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

Education and training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: https://ec.europa.eu/ploteus/content/descriptors-page.

Knowledge – Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Skills and abilities

Language skills – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited mission staff members. Candidates are advised to verify their proficiency through the following link: https://europa.eu/europass/en/common-european-framework-reference.

Communication and interpersonal skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Digital skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world.

Driving skills – Candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II.B Desirable requirements

Knowledge of the Mission area – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

Knowledge and experience of Security Sector Reform – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

Training and experience – Candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Knowledge of local language(s), depending on the job tasks and responsibilities.

Driving licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

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

Education diploma(s)/certificate(s) and/or professional certificate(s) – Selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up their duties.

Required Personnel Security Clearance (PSC) or Certificate of Good Conduct – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected seconded candidates are required to present a valid official document from their respective country's competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called ***Certificate of Good Conduct***) to their relevant National Seconding Authority. Selected contracted candidates present the certificate to the mission.

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the date of deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Heads of Security and Health must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the ***Certificate of Good Conduct***, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Certificate/booklet of vaccination – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

Medical certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination should be certified, stating that no imminent dental issues are foreseen.

For selected contracted candidates, in compliance with "Fit to work clearance procedure", a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Personal protection equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

Deficiencies in any of the documents requested for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

Application form – Only applications in English or French language will be considered, and when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated AF.

Selection process – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or via video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

Artificial Intelligence (AI) – Interviews and written tests/assignments must reflect candidate's own capability and work. Use by the candidate of AI tools, including but not limited to chatbots (such as, for example, Chat Generative Pre-trained Transformer known as ChatGPT), or any

other language generating or automated system capable of producing and refining written or oral submissions, is forbidden during interviews and written tests/assignments.

This prohibition includes, but is not limited to:

- Using assistance in formulating answers during interviews (such as real-time AI interview assistants)
- Generating or refining responses for any written tests/assignments.

Use of such tools may result in termination of the interview and/or written test/assignment, and subsequent non-selection or rejection without further consideration. The decision on the consequence of using AI is at the discretion of the EEAS / CivOpsHQ and civilian CSDP Missions. They also reserve the right to take appropriate further steps in such cases. CivOpsHQ and civilian CSDP Missions reserve the right to perform checks during interviews and written tests/assignments to identify the use of such tools.

Identity Verification – Candidates are requested to bring a valid identification document (e.g. a national identity card, passport, or driving license) to the interview. The identity may be verified at the beginning of the interview. The document or data contained therein will not be stored.

Information on the outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Training – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: https://securitylearning.eeas.europa.eu/.

HEAT Training– For high/critical threat missions/areas of operations, selected candidates must have undergone a Hostile Environment Awareness Training (HEAT), or a national equivalent, no more than five years earlier. What is considered a recognised HEAT course, or its national equivalent, will be assessed in terms of content, duration and methodology, towards the curriculum agreed by the European Security and Defence College (https://esdc.europa.eu/enlistapi/2026-096%20ESDC%20Course%20Curriculum%2048.a%20HEAT.pdf). In any case, regarding secondments, the necessary training is the responsibility of the seconding authorities.

In case of short-term deployments (e.g. Visiting Experts, Specialised Teams, Civilian Response Teams) for high/critical threat missions/areas of operations, the mandatory HEAT requirement may –following a thorough case-by-case assessment by CivOpsHQ– be substituted with alternative preparatory and risk-mitigation measures or trainings. These measures may be implemented either by the seconding agency before deployment or upon arrival through the Mission's own protocols. Nonetheless, the overall objective remains that these selected candidates should, as feasible, receive full HEAT certification or its national equivalent in accordance with the standards outlined above.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

Data protection – The EEAS/CivOpsHQ processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regards to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended).

The Privacy Statement is available on the EEAS website.

V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

Position: Chief of Staff	**Employment Regime**: Seconded	
Ref. Number: EK 60020 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Office of the Chief of Staff	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** NO

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 all Mission activities are consistently planned, supported and executed in a qualitative manner; 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
- To direct, communicate and co-ordinate internally with the HoM and Pillars and externally with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders;
- 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 meetings 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 (Civilian Operations Headquarters - CivOpsHQ);
- To contribute to the training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. Mission Specific Tasks and Responsibilities:

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

4. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

5. 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
  AND
- A minimum of 10 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;

6. Essential Knowledge, Skills and Abilities:

- 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.
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;

7. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.
- Master’s degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;

8. Desirable Knowledge, Skills and Abilities:

- Excellent knowledge of and experience in strategic management and/or public administration;
- 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: Executive Officer	**Employment Regime**: Seconded	
Ref. Number: EK 60021 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Office of the Chief of Staff	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:
The Executive Officer reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:
- To support and advise CoS in the execution of his/her functions and to assist in the daily management of the Office of the Chief of Staff, including management of local staff as assigned by the CoS;
- To serve as principal point of contact for the CoS, co-ordinating and following up, inter alia, with senior Mission staff, the Civilian Operations Headquarters (CivOpsHQ), and external interlocutors as appropriate;
- To coordinate, track and follow-up to CoS taskings and co-ordinating incoming requests; upon receiving instructions from CoS, ensuring timely action by relevant Mission components and bringing matters requiring decision to the attention of the CoS;
- To ensure that advice and information provided for the CoS by Mission staff is coordinated with all relevant components of the Mission prior to its submission to the CoS;
- To assist in drafting plans, directives, letters, SOPs, orders and instructions to be approved and/or issued by the Head of Mission;
- To review and quality-control reports, letters and other documents prepared for signature by CoS ensuring clarity, accuracy, completeness, consistency and appropriate prior coordination;
- To prepare briefing material, talking points, background notes and other documentation for meetings and engagement of the CoS
- To maintain contact with local authorities, governmental organisations, non-governmental organisations and other interlocutors as directed by the CoS;
- To identify issues requiring decision or intervention by the CoS and present them in a concise and structured manner, including relevant options and recommendations where appropriate.
- To attend internal meetings on behalf of the CoS;
- To accompany the CoS to meetings and to take minutes.

3. General Tasks and Responsibilities:
- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the CoS.

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 and/or military education or training or an award of an equivalent rank;
- AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements;

5. Essential Knowledge, Skills and Abilities:

- Administrative skills (office management, event planning, project management);
- Professional fluency in English, both oral and written with strong briefing, drafting and editing skills;

6. Desirable Qualifications and Experience:

- Educational qualification in the field of Political Science, International Relations, Diplomacy, Social Sciences, Business Administration or other related university studies;
- Proven analytical skills, ability to identify problems and recommend practical solutions;
- Working experience as a Special Assistant or Executive Officer to senior management;
- Experience in effectively reviewing, developing and managing workflows and standard operating procedures and communication flows.

7. Desirable Knowledge, Skills and Abilities:

- High degree of initiative;
- Demonstrated organisational, analytical, communication and interpersonal skills;
- Ability to brief complex plans comprehensively, accurately and coherently;
- Proven ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to work on a multitude of activities at the same time with limited supervision;
- Ability to establish and maintain effective working relationships with people of different national and professional backgrounds;
- Sound knowledge of the functioning of the EU and, in particular, CSDP missions;
- Knowledge of the administrative rules and regulations relevant to CSDP missions.
- Ability to prioritise competing demands, exercise sound judgement and work effectively under time pressure with limited supervision;
- Demonstrated discretion, sound judgement and ability to handle sensitive and confidential information.

Position: Internal Auditor	**Employment Regime:** Seconded	
Ref. number: EK 60029 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Office of the Chief of Staff/ Financial Control Office	**Security Clearance Level:** NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Internal Auditor reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead a small audit team in charge of planning and conducting financial, systems and performance audit controls;
- To advise the Head of Mission/ Chief of Staff and all concerned parties on dealing with risks and provide independent advice on quality control systems and processes;
- To advise and assist the Head of Mission/ Chief of Staff to ensure compliance with internal control standards;
- To assist and promote sound financial management;
- To assist the Head of Mission/ Chief of Staff in identifying and controlling significant risks related to the achievement of the Common Security Defence Policy (CSDP) Mission objectives;
- To evaluate adequacy of management control systems, the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To be responsible for planning and conducting financial systems and performance audit controls;
- To establish a risk-based ex post financial control function to be performed in compliance with recognised audit standards and applicable rules;
- To develop a risk-based audit programme for validation by the Mission management;
- To draft audit procedures and methods to meet the objective of the audit engagements;
- To prepare high-quality operational audit reports, present findings and recommendations on actions taken;
- To ensure financial operations are legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To propose and establish risk mitigation systems along the Mission financial circuits to improve compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To examine if resources are used efficiently and economically to achieve effective results.
- To operate in accordance with relevant rules and regulations, and internationally established professional internal auditing standards;
- To prepare an annual audit report containing a summary of the number and type of internal audits, a synthesis of the recommendations and the actions taken;
- To make recommendations to the Mission management to improve efficiency and effectiveness of Mission operations.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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 the field of Accounting, Finance, Business Administration, or any other related field;
  AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of audit and accounting principles;
- Ability to plan and conduct financial, systems, and performance audit controls effectively;
- Knowledge of internal control standards and compliance requirements;
- Ability to deliver high-quality reports and make recommendations;
- Analytical, research and problem-solving skills;
- Experience working with financial/accounting/audit management software.

6. Desirable Qualifications and Experience:

- Master's degree in Economics, Accounting, Audit, Finance, or other related or relevant fields;
- Experience in setting up an internal audit capability in a complex organisation;
- Knowledge of relevant EU rules and regulations, notably the EU Financial Regulations and the Practical Guide to Contract Procedures for EU External Actions (PRAG), as well as the EU Internal Control Framework;
- Internationally recognised professional certification in or professional qualification, such as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent.
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge and/or experience in strategic management and/or public administration
- Knowledge of Enterprise Resource Planning (ERP) System;

Position: Verification Officer	**Employment Regime:** Seconded/ Contracted	**Post Category for Contracted:** Mission Support Staff - Management Level (MSML)
Ref. number: EK 60030 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Office of the Chief of Staff/ Financial Control Office	**Security Clearance Level:** NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Verification Officer reports directly to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To define and implement, with the aim of informing Mission Members from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To undertake any other related tasks as requested by line management.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification at the level 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 must be in at least one of the following fields of expertise: Law, Audit, Economics, Finance, Accounting or Banking and Insurance or other related fields; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems;
- Ability to pay close attention to details so that work produced is reliable and accurate.

6. Desirable Qualifications and Experience:

- Knowledge of EU Financial Regulations and Knowledge of Practical Guide to Contract Procedures for EU External Actions (PRAG);
- Verification Officer course/training or other related courses/training;

- Knowledge of “COSO” Internal Control Standards and of the EU Internal Control Framework;
- Experience in auditing;
- Experience in strategic management and/or public administration.

7. Desirable Knowledge, Skills and Abilities:
Good knowledge in strategic management and/or public administration.

Position: Reporting Officer	**Employment Regime**: Seconded	
Ref. Number: EK 60035 Confirmed vacancies: 2 Pending vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Office of the Chief of Staff/ Planning, Reporting and Evaluation Section	**Security Clearance Level**: EU CONFIDENTIAL	**Open to Contributing Third States:** NO

1. Reporting Line:

The Reporting Officer reports to the Head of Planning, Reporting and Evaluation Section.

2. Main Tasks and Responsibilities:

- To monitor, collect and analyse information on political and security-related events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Mission's area of responsibility;
- To produce timely and accurate regular and ad-hoc reports regarding key developments relevant to the Mission's mandate for submission to the chain of command, the Mission's operational headquarters, and EU Member States;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To prepare and give presentations, produce talking points and speeches for various purposes and contexts, and to draft meeting reports.
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP) and information collection tools;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager (s).

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. at Bachelor's level OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
  AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting and editing skills;
- Communication and presentation skills;
- Proven political awareness and understanding;
- Analytical capability and information collection skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Understanding of rule of law procedures;
- Knowledge of regional political history and developments;
- Cultural sensitivity and political judgement.

Position: Head of Human Resources Section	**Employment Regime**: Seconded/Contracted	**Post Category for Contracted:** Expert
Ref. Number: EK 60050 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Human Resources Section	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Head of Human Resources Section reports to the Head of Mission and the Chief of Staff, line managed by the Chief of Staff. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of the Human Resources Section;
- To implement all Council/Commission/ Civilian Operations Headquarters (CivOpsHQ) legislation and instructions, set up and implement relevant Mission internal strategies, policies and standard operating procedures accordingly;
- To ensure effective and transparent Human Resources planning and recruitment in accordance with the CivOpsHQ Instruction on Selection Procedures;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To coordinate and communicate with CivOpsHQ Mission Personnel Division and the EU Commission (FPI) on relevant Human Resources issues;
- To support and advise the Mission management at operational and strategic levels to implement the Mission mandate as a member of the Mission's senior management team;
- To liaise closely with internal stakeholders such as the Mission Support Department, the Security and Health Department, the Legal Office and the Mission's horizontal advisors;
- To ensure an effective and efficient Human Resources administration process, utilise the centralised IT tools Goalkeeper Registrar and Civilian Mission Application (CiMA, HR database) in accordance with CivOpsHQ procedures;
- To ensure Line Managers receive advice and support on Human Resources matters and to be in the lead of the Mission's safe and inclusive working place activities;
- To manage the Mission's training portfolio to ensure effective training activities for Mission Members;
- To ensure timely reporting to the Mission management and the EEAS (CivOpsHQ) on Human Resources related issues;
- To act as a key interlocutor with Mission Members and their representatives, Staff Committees, National Contingent Leaders/National Points and senior management, on personnel issues;
- To plan and develop Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ;
- To identify, manage and report the risks arising from processes, systems, projects;
- To ensure a fair, effective and transparent performance appraisal process;
- To support the Operations Department in training development and delivery to local counterparts related to Human Resources matters;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3.1 General Tasks and Responsibilities:

- To identify and report lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

3.2 Core Responsive Tasks and Responsibilities:
Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
  AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- People management skills and capacity to deal with different levels of stakeholders;
- Ability to adapt new and emerging technologies to address business operational needs;

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in Human Resources management, leadership or management and/or an international certification in Human Resources management;
- Knowledge and/or experience in strategic management and/or public administration;
- Knowledge about the functioning of the EU and CSDP Missions;
- Knowledge and/or experience in strategic management and/or public administration;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Good understanding of the political, cultural and security situation in the Balkans, in particular Kosovo.
- Professional experience in staff development and training;
- Problem solving skills;
- Excellent communication skills, both written and oral;
- Excellent drafting skills.

Position: Deputy Head of Human Resources Section	**Employment Regime**: Seconded	
Ref. Number: EK 60054 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Human Resources Section	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Deputy Head of Human Resources Section reports to the Head of Human Resources Section.

2. Main Tasks and Responsibilities:

- To deputise for the Head of Human Resources (HR) and assist in the leading and monitoring of HR staff;
- To manage and coordinate HR administration work including
    a. Overseeing the issuance and management of employment contracts;
    b. Managing the HR administration contractor portfolio (e.g., health insurance, third party liability insurance, travel agency), drafting terms of reference, participating in evaluation of tenders, monitoring contractor performance;
    c. Administering staff entitlements and benefits (e.g., monthly payroll, leaves, home travel, duty trip reimbursements);
    d. Preparing and managing the HR budget.
- To assist in the implementation of all Council/Commission/Civilian Operations Headquarters (CivOpsHQ) legislations and instructions;
- To advise Mission management in the development, revision and implementation of Mission internal HR strategies, policies and procedures;
- To assist in the recruitment, selection, onboarding and deployment procedures;
- To advise Mission managers in staff performance management and evaluation;
- To address staff concerns, mediating conflicts, and fostering a safe and respectful working environment;
- To manage the handling of HR-related staff requests;
- To assist in the management and handling of complaints and appeals;
- To collaborate with HR training, delivering training and presentations;
- To ensure the accuracy of data entries in HR databases, liaising with the Mission's and CivOpsHQ's IT;
- To manage the accurate archiving, filing, digitalisation of HR files in line with the Mission's Personal Data Protection Regulations;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of HR.

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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank.
  AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to advise, mentor and motivate professionally diversified and multicultural work force;
- Ability to establish, plan and review priorities;
- People management skills including the capacity to deal with different level stakeholders, disputes, grievances and staffing issues;
- Ability to communicate in an assertive, persuading manner including the ability to coach and negotiate;
- Ability to adapt new and emerging technologies to address business operational needs;
- Ability to perform under stress and in difficult circumstances;
- Ability to manage HR databases, ensuring data accuracy, analysis and reporting;
- Expertise in IT-related project management, including the coordination of digital tools, systems or software-based initiatives throughout the project lifecycle;
- Excellent knowledge of Microsoft Excel, including advanced functions, data analysis, and the preparation of reports and dashboards;
- High command of the Mission language (English).

6. Desirable Qualifications and Experience:

- A university degree in the field of Law, Social Science, Human Resources, Business Administration;
- Experience in public administration;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Language skills in Albanian, Serbian or any other Kosovo local language.

Position: Operations Officer	**Employment Regime**: Seconded	
Ref. Number: EK 60067 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 17 Dec 2026
Component/Department/Unit: Operations/ Coordination Unit/ Liaison & Operational Planning Team	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Operations Officer reports to the Head of Coordination Unit.

2. Main Tasks and Responsibilities:

- To support the Head of Coordination Unit within his/her field of responsibility in the implementation of the Mission's mandate;
- To assist the Head of Coordination Unit in managing operational activities;
- To ensure the communication flow and timely information sharing of operational findings;
- To analyse and assess the development and progress of the Unit's performance against the Mission's mandate, tasks and priorities set in the Mission's planning documents and the Mission Implementation Plan;
- To conduct quantitative and qualitative analysis of inputs originating from the Unit's operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports to the Mission's operational headquarters and EU Member States on the status of the Mission's mandate implementation;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct;
- To contribute to the development of operational instructions, guidelines as well as standard operating procedures.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Coordination Unit.

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 and/or military education on training on an award of an equivalent rank;
  AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to acquire, analyse and manage information from a variety of sources;

- Ability to drive vehicles with manual transmission on rough terrain;
- Basic understanding of topographic maps, colours, symbols and scales;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.
- Proven ability in information analysis and comprehensive presentation of findings;
- Experience to conduct risk and threat assessments;
- Proven ability to deliver and present in a structured way;
- Networking, negotiation and team working skills;
- Possession of high level of proactivity and resilience, experience in working under high pressure.

Position: Head of Forensic Medicine Team	**Employment Regime**: Seconded	
Ref. Number: EK 60080 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Operations / Justice & Corrections Component/ Forensic Medicine Team	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** YES

1. Reporting Line:

The Head of Forensic Medicine Team (FMT) reports to the Head of Justice & Corrections Component.

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, manage and coordinate the work and staff of the team to ensure it delivers on 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 Mission;
- To manage and coach the Young Professional Expert (YPE) in the Forensic Medicine Team, supporting their development and performance;
- 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 update of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationship with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the team with external interlocutors;
- To ensure compliance with instructions/directions from Mission management and to issue clear instructions to the unit;
- To mentor and advise the Director of the Kosovo IFM and the Head of the Division for Missing Persons in developing and implementing search strategies, policies and procedures to address the issue of missing persons as a result of the conflict as well as determining their fate and identity;
- To mentor and advise the Director of the Kosovo IFM on policies and procedures meeting the international standards and European best practices on all forensic activities undertaken by IFM;
- To mentor and advise the Director of the Kosovo IFM on monitoring and implementing of decisions taken by the Government, by the Ministry of Justice, or other governmental bodies on issues regarding missing persons and forensic medicine;
- To collaborate closely with local authorities to enhance local capacity and cultivate a team of well-trained experts at IFM, in line with the international standards and European best practices;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager.

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 in any of the fields of Archaeology, Anthropology, or other relevant forensic sciences;
  AND
- A minimum of 6 years of relevant professional experience after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Proven managerial skills with specific focus on forensic operations;
- Proven experience of a collaborative approach, with prior experience in multi-cultural and multi-disciplinary teams.
- Ability to communicate and engage with senior officials and governmental decision makers;

6. Desirable Qualifications and Experience:

- Knowledge and experience in strategic management of forensic teams;
- Experience in development of technical and non-technical guidelines and protocols;
- Experience with expert testimony evidence in court.
- Experience in forensic practice applied to humanitarian or human rights investigations;
- Experience in various aspects related to post-conflict missing persons (e.g. forensic archaeology operations and/or forensic anthropological examinations and/or complex human identification work);
- Experience in liaising with local authorities, local counterparts and international organizations;
- Experience of local forensic capacity building projects

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Proven networking skills;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of current developments in forensic science issues, local and international legislation and conventions related to missing persons, civil society dynamics and reconciliation principles.

Position: Forensic Analyst	**Employment Regime**: Seconded	
Ref. Number: EK 60081 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 10 Mar 2027
Component/Department/Unit: Operations Department/ Justice and Corrections Component/ Forensic Medicine Team	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** YES

1. Reporting Line:
The Forensic Analyst reports to the Head of the EULEX Forensic Medicine Team (FMT).

2. Main Tasks and Responsibilities:
- To liaise with police authorities, governmental authorities and other bodies as appropriate in order to provide or exchange information conducive to determining the whereabouts of missing persons;
- To advise on requests for forensic support by the Police, judiciary, governmental bodies or local counterparts regarding the search for missing persons;
- To compile, consolidate and analyse available data on all exhumations and site assessments performed by ICTY, MPU, OMPF and other bodies as applicable since 1999.
- To advise the competent authorities and local counterparts on follow-up actions such as investigation, assessment or exhumation;
- To compile and summarize all results of on-going investigations, assessments and exhumations and produce statistics;
- To advise the Head of the FMT and local authorities on the planning and coordination of assessments and exhumations of suspected sites;

3. General Tasks and Responsibilities:
- To identify and report on lessons learned and best practices within the respective area of
- responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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 Forensic Sciences, Social Sciences, Analytical Sciences, Information Analysis, Intelligence Analysis or other relevant field or an equivalent and attested police education;
  AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:
- Expertise in the field of missing persons;
- Investigative skills and management of information from different types of sources (archives, databases, etc);

6. Desirable Qualifications and Experience:

- International working experience, particularly in post-conflict areas with multi-national staff and international organisations;
- Experience in operations management acquired as part of a multi-disciplinary team including forensic personnel.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Mapping Tools;
- Working knowledge of IT systems, in particular databases;
- Sound knowledge of management and analysis of extensive volumes of data;
- 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: Correctional Advisor	**Employment Regime**: Seconded	
Ref. Number: EK 60086 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Operations/ Justice and Corrections Component/ Correctional Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** YES

1. Reporting Line:

The Correctional Advisor reports to the Head of Correctional Unit/Advisor to the Head of Kosovo Correctional Services.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents by advising and mentoring local counterpart(s) in a structured manner;
- 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), in the area of monitoring, mentoring and advising (MMA) the Kosovo Correctional Service (KSC);
- To monitor, mentor and advise the management of the KSC in the area of prisoner's assessment and rehabilitation of prisoners;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission´s efforts to address areas of structural weaknesses; including in the areas of potential political interference, accountability, corruption, human rights, etc.;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- In case of non-compliance, to report without delay to the Head of Unit including recommendations on how to address the situation;
- To be embedded within the local institution, security permitting;
- To collect and collate statistics about the workload/performance of local counterparts;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Mission Advisors as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager(s).

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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
  AND

- A minimum of5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:
- Very good interpersonal and communication skills, both written and oral;
- Ability to mentor and motivate local counterparts.
- Experience of designing and delivering training

6. Desirable Qualifications and Experience:
- The qualification should be in Law, Criminology, Social Science, Psychology or other related university studies;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in prisoner's assessment and rehabilitation programmes;
- Experience in managing the correctional facilities, unites or teams;
- Professional training and experience in addressing radicalization in correctional facilities.

7. Desirable Knowledge, Skills and Abilities:
- Ability to perform under stress and in difficult circumstances;

Position Name: Correctional Monitor	**Employment Regime**: Seconded	
Ref. Number: EK 60087 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Operations/ Justice & Corrections Component/ Correctional Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** YES

1. Reporting Line:

The Correctional Monitor reports to the Head of Correctional Unit/ Advisor to the Head of Kosovo Correctional Service (KCS).

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by monitoring, mentoring and advising (MMA) Kosovo Correctional Services (KCS) on the strategic and operational level;
- To conduct thematic inspections and performance assessment tasks in support of the Mission´s efforts to address areas of structural weaknesses of local counterparts;
- To assess local counterparts' compliance with instructions given by the relevant hierarchy and assess compliance on lower levels of respective local institutions with EULEX Kosovo advice given at HQ level;
- To collect and collate "on the spot" performance statistics that relate to KCS system, as part of the Mission's benchmarking processes covering all of Kosovo;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption, accountability, human rights and gender issues, etc.;
- To focus the MMA tasks on KCS management in matters of internal/external security, daily operations and management; the treatment of prisoners and its compliance with European Best Practices and Human Rights standards; etc.;
- To report any situations of non-compliance immediately to the Head of Correctional Unit and provide recommendations how to address the situation;
- To ensure timely and accurate reporting and information flow as per planning documents, including the Mission Implementation Plan;
- To coordinate, at the operational level, with other units and departments as appropriate;
- To travel through Kosovo to conduct MMA tasks.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma, complemented with relevant professional training;
  AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements and the relevant professional training.

5. Essential Knowledge, Skills and Abilities:

- Excellent interpersonal and communication skills, both written and oral;
- Strong team player with drive and the ability for innovative thinking and problem-solving;
- Ability to acquire, analyse and manage information from a variety of sources.

6. Desirable Qualifications and Experience:

- Pre-Deployment training for Prison Officers;
- International experience, particularly 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;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of probation service, prisoner's rehabilitation and reintegration;
- Experience in addressing radicalization in correctional facilities.

Position: Deputy Head of Case Monitoring Unit	**Employment Regime**: Seconded	
Ref. Number: EK 60089 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Operations/ Justice and Corrections Component/ Case Monitoring Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Deputy Head of Case Monitoring Unit reports to the Head of Case Monitoring Unit (CMU).

2. Main Tasks and Responsibilities:

- To support the Head of CMU in leading, managing and coordinating the work and staff of the CMU in accordance with the Mission Implementation Plan and relevant planning document;
- To deputise in the absence of the Head of the CMU;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To ensure timely reporting on activities as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components/Units and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To develop and organise training or workshop courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system in Kosovo.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Case Monitoring 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 Law;
  AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements out of which:
  - A minimum of 2 years at coordination/management level;
  - A minimum of 3 years of relevant professional experience in justice and/or trial monitoring;
  - Experience in legal research and analysis;
  - Experience in case work/processing and complaint handling.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and government decision makers;
- Ability to respect the principles of judicial independence and objectivity, as well as the monitoring principles of non-intervention, impartiality, confidentiality and professionalism;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation, team-working and interpersonal skills;
- Report writing skills;
- Sound knowledge of RoL/justice aspects, in particular in a post-conflict environment;
- Ability to acquire, analyse and manage information from a variety of sources;
- Knowledge of the specificities of the material and procedural criminal law and/or civil law in Kosovo.

6. Desirable Qualifications and Experience:

- Legal experience in transitional justice processes in the Balkans in the following thematic areas: property, privatization, crimes under international law, gender-based violence, hate crimes, etc.);
- Experience in justice reform either domestically or internationally.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Justice Monitor	**Employment Regime**: Seconded	
Ref. Number: EK 60092 Confirmed Vacancies: 5 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 1 x ASAP 1 x 01 Apr 2027 3 x 01 Sept 2027
Component /Department/Unit: Operations/ Justice & Corrections Component/ Case Monitoring Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** YES

1. Reporting Line:

The Justice Monitor reports to the Head of Case Monitoring Unit (CMU).

2. Main Tasks and Responsibilities:

- To monitor and analyse the Rule of Law situation in Kosovo, in particular the criminal and civil justice system through the observation of criminal and civil proceedings, analysing court records, and liaising with court staff, judges, prosecutors and lawyers;
- To monitor selected cases processed by the Kosovo justice system;
- To provide advice to the respective institutions as part of the robust monitoring;
- To liaise with and advise the Kosovo justice authorities and relevant security sector reform actors;
- To liaise and advise, upon request, on the promotion of Rule of Law and Justice aspects in Kosovo authorities and ensure that these aspects are incorporated in the Mission's Implementation Plan;
- To report on monitoring activities, including the performance assessment of the justice system against local law and international human rights standards;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission´s efforts to identify and address areas of structural weaknesses of local counterparts in coordination with the CMU Thematic Lead Monitors;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption as well as matters related to minority groups, human rights and gender issues;
- To develop and organise training or workshop courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system in Kosovo.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Expertise in justice and/or trial monitoring;

- Expertise in legal research and analysis;
- Expertise in case work/processing and complaint handling.
- Ability to respect the principles of judicial independence and objectivity, as well as the monitoring principles of non-intervention, impartiality, confidentiality and professionalism;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation, team-working and interpersonal skills;
- Report writing skills;
- Sound knowledge of RoL/justice aspects, in particular in a post-conflict environment;
- Knowledge of the specificities of the material and procedural criminal law and/or civil law in Kosovo.

6. Desirable Qualifications and Experience:

- Legal experience in transitional justice processes in the Balkans in the following thematic areas: property, privatization, crimes under international law, gender-based violence, hate crimes, etc.);
- Experience in justice reform either domestically or internationally.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Police Monitor	**Employment Regime**: Seconded	
Ref. Number: EK 60093 Confirmed Vacancies: 2 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 02 Dec 2026 & 07 Jan 2027
Component/Department/Unit: Operations/ Justice & Corrections Component/ Case Monitoring Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** YES

1. Reporting Line:
The Police Monitor reports to the Head of Case Monitoring Unit.

2. Main tasks and responsibilities:
- To conduct monitoring activities in compliance with the Mission mandate;
- To monitor, analyse and report on requested issues to the situation in the Area of Responsibility (AoR);
- To contribute to the production of accurate and objective reports and to make recommendations for improvement, as necessary;
- To monitor and report on human rights and gender issues relevant for the Mission mandate;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To establish and implement a monitoring system of the investigative actions and processes conducted by Kosovo Police in relation to relevant fields of crime to track the progress towards Mission's objectives;
- To focus the monitoring on strategic, tactical and operational level of the related crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To provide analytical products to identify significant trends, with a focus on trends concerning political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To provide advice to the respective local institutions, if necessary, as part of the robust monitoring;
- 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/information management system handed over by EULEX Kosovo;
- To monitor the implementation of the Kosovo Crime Strategy and the cooperation between Kosovo prosecution and police;
- To monitor the cooperation between prosecution and police;
- To conduct thematic performance and efficiency assessment tasks of local counterparts to identify and analyse potential areas which may require structural revision;
- To communicate and coordinate frequently with other monitoring elements;
- To advise targeted actions/training activities to support local counterparts' progress;
- 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;
- To offer peer-to-peer advice to local counterparts.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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 or an award of an equivalent rank. The qualification should be in the field of Law Enforcement, Law, Police Science, Data Analysis or other related field;
  AND
- A minimum of 5 years of relevant professional experience in serious and complex criminal investigations or in crime analysis or in police intelligence, after having fulfilled the education requirements.

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, Criminal Code and International Humanitarian Law;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

- Supervisory/management experience in investigations into serious/complex crimes;
- International experience, particularly in crisis areas with multinational and international organisations;
- Strong research and analytical skills;
- Knowledge of quantitative and qualitative data analysis.

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: Thematic Lead Monitor - Case Administration and Management	**Employment Regime**: Seconded	
Ref. Number: EK 60094 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Operations/ Justice and Corrections Component/ Case Monitoring Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** YES

1. Reporting Line:

The Thematic Lead Monitor - Case Administration and Management reports to the Head of Case Monitoring Unit.

2. Main Tasks and Responsibilities:

- To contribute on the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular in the field of thematic expertise;
- To support the Head of Case Monitoring Unit in acting as focal point for all matters relating to the field of thematic expertise;
- To draft thematic related reports, legal advice and provide assistance in relation to matters in the field of expertise concerning the performance of Kosovo Administration of Justice, in line with Mission policies and operations and in close cooperation with other members of the Case Monitoring Unit;
- To prepare submissions and internal communications in relation to the field of thematic expertise;
- To support the Head of Case Monitoring Unit in translating the benchmarks and objectives of the OPLAN and Mission Implementation Plan (MIP) into their work, in particular in the field of thematic expertise;
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to the administration of Justice in relation to the field of thematic expertise and issues pertaining to the field of procedural violations and judicial integrity;
- To advise the Head of Case Monitoring Unit and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- 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 Case Monitoring Unit.

3. Mission Specific Tasks and Responsibilities:

- To establish professional working relationship with Judges, Prosecutors, Court and Prosecution Registrars, Court Administrators, clerks and officers, Members of the KJC and KPC, dealing with Case Administration and Management in courts and prosecution offices;
- To propose assistance, where necessary, to Kosovo Administration of Justice institutions for proper implementation of international and Kosovo strategic documents in the area of Case Administration and Management in courts and prosecution offices;
- To analyze the Case Administration and Management in Kosovo and identify possible areas of improvement.

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 6 years of relevant professional experience in the judicial field, after having fulfilled the education requirements;
- A minimum of 3 years of relevant professional experience in the field of Case Administration and Management within the judiciary and/or law enforcement agencies;
- Experience in legal research and analysis;
- Experience in case work/processing and complaints handling.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of Case Administration and Management and European best practices and standards in this field, international and regional human rights instruments 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;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Legal drafting skills;
- Ability to perform under stress and in difficult circumstances;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Thematic Lead Monitor – Crimes under International Law	**Employment Regime**: Seconded	
Ref. Number: EK 60095 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Operations/ Justice and Corrections Component/ Case Monitoring Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** YES

1. Reporting Line:

The Thematic Lead Monitor - Crimes under International Law reports to the Head of Case Monitoring Unit.

2. Main Tasks and Responsibilities:

- To contribute on the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular in the field of thematic expertise;
- To support the Head of Case Monitoring Unit in acting as focal point for all matters relating to the field of thematic expertise;
- To draft thematic related reports, legal advice and provide assistance in relation to matters in the field of expertise concerning the performance of Kosovo Administration of Justice, in line with Mission policies and operations and in close cooperation with other members of the Case Monitoring Unit;
- To prepare submissions and internal communications in relation to the field of thematic expertise;
- To support the Head of Case Monitoring Unit in translating the benchmarks and objectives of the OPLAN and Mission Implementation Plan (MIP) into their work, in particular in the field of thematic expertise;
- To conduct legal research, legal opinion and reports and other legal documents including but not limited to the administration of Justice in relation to the field of thematic expertise and issues pertaining to the field of procedural violations and judicial integrity;
- To advise the Head of Case Monitoring Unit and other team members, as appropriate, on the applicable law and the international human rights instruments and principles in relation to the field of expertise;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- 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 Case Monitoring Unit.

3. Mission Specific Tasks and Responsibilities:

- To establish professional working relationship with Judges, Prosecutors, Members of the KJC and KPC, Kosovo Government, NGOs, civil society, relevant local and international authorities and organizations dealing with crimes under international law;
- To propose assistance, where necessary, to Kosovo Administration of Justice institutions for the proper implementation of international and Kosovo strategic documents in the area of war crimes, crimes against humanity and transitional justice;
- To analyse the investigation and adjudication of war crimes and crimes against humanity in Kosovo and identify possible areas of improvement.

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 6 years of relevant professional experience in the judicial field and/or as litigator, after having fulfilled the education requirements;
- A minimum of 3 years relevant professional experience in the field of international criminal law within the judiciary and/or law enforcement agencies;
- Experience in legal research and analysis;
- Experience in case work/processing and complaints handling.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of international criminal, humanitarian and human rights law, international and regional human rights instruments such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, and EU policies, legislation, guidelines and best practices applicable in the human rights, transitional justice and rule of law sector.
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Legal drafting skills;
- Ability to perform under stress and in difficult circumstances;
- Mediation and interpersonal skills;
- Report writing skills.

6. Desirable Qualifications and Experience

- Experience in the field of war crimes and crimes against humanity;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.

Position: Head of Police Information & Operations Component	**Employment Regime**: Seconded	
Ref. Number: EK 60100 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 15 Dec 2026
Component/Department/Unit: Operations/ Police Information & Operations Component	**Security Clearance Level**: EU CONFIDENTIAL	**Open to Contributing Third States:** NO

1. Reporting Line:

The Head of Police Information & Operations Component reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Police Information & Operations Component in the implementation of the Mission mandate as set out in the Operation Plan (OPLAN) and relevant planning documents;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan (MIP) by supporting the identification of relevant Mission operational requirements in relation to the Components activities connected to:
  - the liaison, as necessary, with Kosovo Police (KP) and other law enforcement officials in relation to the activities of the Component's Criminal Intelligence and Cooperation Unit (CICU) and the Police Advisor Unit (PAU) in the area of policing;
  - the coordination with KFOR and other local/international organizations at operational policing level, especially in connection with the Mission's Formed Police Unit (FPU), or Reserve FPU (RFPU) as applicable, in its role as 2nd security responder.
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisors such as the Senior Political Advisor, the Gender Advisor, the Human Rights Advisor and the Environmental Advisor;
- To maintain necessary contacts and build relationships with relevant and external reporting against benchmarking;
- To act as the representative of the Component with the external interlocutors as required;
- To deputise for the Head of Operations in his/her absence, when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects under the Police Information & Operations Component;
- To plan and supervise operational activities of the component, including sensitive operations, where needed supported by the Coordination unit.
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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 OR equivalent and attested police or/and military education or an award of an equivalent rank;
  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 upper coordination/ management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

6. Desirable Qualifications and Experience:

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Professional qualification and/or certificate in management/leadership;
- 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.
- Law Enforcement Officer;
- Understanding of peace stabilisation mechanisms and conflict prevention, specifically the EU integrated approach to respond conflict and crisis;
- Sound understanding of Mentoring, Monitoring and Advising standards;
- Sound understanding of various law enforcement activities, including investigations and special police operations;

Position: Deputy Head of Police Advisors Unit	**Employment Regime**: Seconded	
Ref. Number: EK 60102 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Operations/ Police Information & Operations Component/ Police Advisors Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Deputy Head of Police Advisors Unit reports to the Head of Police Advisors Unit.

2. Main Tasks and Responsibilities:

- To support the Head of Police Advisors Unit in leading, managing and coordinating the work in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To deputise in the absence of the Head of Police Advisors Unit;
- To assist the Head of Police Advisors Unit in providing analysis and recommendations to the local counterparts in the area of responsibility;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To assist the Head of Police Advisors Unit in supporting the Mission in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions, supporting the identification and analysis of institutional, organisational and professional development needs of relevant local counterparts, contributing to the development of appropriate advisory responses.
- To coordinate the Police Advisors and support and lead them on the needs of monitoring and advising the northern Kosovo Police in their daily operations, in line with the Mission mandate, and to support the identification and analysis of institutional, organisational and professional development needs of relevant local counterparts and contribute to the development of appropriate advisory responses;
- To be embedded within the local institution, security permitting, building and maintaining effective professional communication and working relationships with senior and relevant local counterparts, international actors and other relevant stakeholders
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To assist and support the Head of Police Advisors Unit in providing technical, tactical and constructive advice to the KP Regional Commander in the field of planning for police activities, including community policing, in line with the Mission mandate and priorities;
- To liaise with counterparts of local authorities and relevant international stakeholders operating in the region at the appropriate level and in line with the Mission's mandate;
- To liaise with the Operations Department units as required, including the Formed Police Unit, to ensure effective operational coordination in the North Kosovo.
- To assist the Head of Police Advisors Unit in designing and delivering training
- To ensure timely and analytical reporting on activities, progress and/or lack of progress, including contributions to MIP benchmarking within the relevant Line of Operations;
- Staff member may be expected, subject to local caveat, to live in the North.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the line manager(s).

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, OR equivalent and attested police or/and military education;

AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum 2 years at management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Ability to exercise collaborative, sound and effective leadership and to support the management of a professionally diverse and multicultural team
- Authorised to carry and issued a personal weapon;
- Knowledge and understanding of Intelligence Lead Policing and Community Policing, de-escalation, human rights and gender-responsive policing;
- Ability to communicate and engage with senior officials and governmental decision makers;

6. Desirable Qualifications and Experience:

- Driving license of category C;
- Education qualification in any of the fields of Political Science, International Relations, Law, management, leadership, security management, education, pedagogy, adult learning, organisational development, project management or any other related field;
- Professional experience in project management, including planning, implementation, monitoring, evaluation and risk management;
- International experience, particularly in crisis areas with multinational and international organisations, especially focused on organisational development, institutional capacity building and/or advisory functions within law-enforcement or security-sector organisations
- Experience in Police cooperation and criminal intelligence.

7. Desirable Knowledge, Skills and Abilities:

- Good interpersonal and communication skills, including very good command of written and spoken English.
- Ability provide and facilitate clear and effective communication, briefings and presentations to internal and external audiences, including senior-level interlocutors;
- Knowledge of Albanian and/or Serbian language.
- Knowledge and practical understanding of basic project management principles, including project planning, implementation, monitoring and evaluation;
- Ability to perform under stress and in difficult circumstances.

Position: Police Advisor	**Employment Regime**: Seconded	
Ref. Number: EK 60103 Confirmed Vacancies: 2 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 02 Feb 2027 & 27 Feb 2027
Component/Department/Unit: Operations/ Police Information & Operations Component/ Police Advisors Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** Yes

1. Reporting Line:
The Police Advisor reports to the Head of Police Advisors Unit.

2. Main Tasks and Responsibilities:
- To identify and analyse structural, organisational and operational challenges affecting the performance, accountability and institutional development of Kosovo Police and contribute to appropriate advisory responses.
- To provide analysis, professional advice and practical recommendations to relevant Kosovo Police counterparts on leadership, management, organisational and operational matters within the respective area of responsibility, based on identified needs and Mission priorities.
- To establish and maintain professional and trust-based working relationships with relevant Kosovo Police counterparts while maintaining the independence and integrity of the advisory role, planning, conducting and documenting advisory activities and contribute to assessing their effectiveness and sustainability.
- To be embedded within the local police institution, security permitting;
- To ensure timely and analytical reporting on advisory activities, relevant developments, progress and/or lack of progress in accordance with relevant planning documents.;
- To maintain necessary contacts and build professional relationships with relevant local counterparts and other stakeholders within the respective area of responsibility;
- To advise and support Kosovo Police counterparts, where appropriate, in the development or review of policies, procedures and professional practices within the respective area of responsibility
- To liaise closely with other horizontal Mission's advisers, Head of Police Advisors Unit, Deputy Head of Police Advisors Unit, Case Monitoring Unit and with relevant Operations Department units with specific reference to the Formed Police Unit.
- To identify relevant counterparts professional development and capacity-building needs and contribute to the development of appropriate interventions, while respecting institutional ownership and responsibilities

3. General Tasks and Responsibilities:
- To contribute to quality assurance and evaluation and to identify, report and disseminate lessons learned and good practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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 the field of Law Enforcement, Police Science or

other related field, OR equivalent and attested policeand/or military education or training or an award of an equivalent rank;;
AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Knowledge and understanding of public order policing and human rights principles and how they apply to policing;
- Flexibility and adaptability to work in different cultural and political environments effectively with local authorities, and to contribute effectively to a professionally diverse and multicultural team;
- Strong communication, interpersonal and facilitation skills, including active listening and the ability to adapt communication to different professional and cultural audiences;
- Ability to mentor, advise and motivate local counterparts;
- Authorised to carry and issued a personal weapon;
- Ability to perform under stress and in difficult circumstances;
- Readiness to be accommodated in northern Kosovo if the security situation permits.
- Driving license of category C (to be presented upon deployment day latest);
- Very good command of written and spoken English.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis -management environments and/or with multinational and international organisations.
- Postgraduate qualification or recognised professional qualification in policing, management, leadership, education/training, organisational development or another relevant field;
- Experience in project-based or structured capacity-building activities, inlcuding, if required to plan, design, prepare, facilitate, deliver and evaluate trainings, workshops and other capacity-building activities, where appropriate;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language.
- Knowledge of adult learning and competence-based education and training methodologies;
- Knowledge of training needs analysis, curriculum and training design, formulation of learning outcomes, assessment and evaluation;
- Excellent drafting and reporting skills, including the ability to produce concise analytical reports, assessments and recommendations;
- Sound knowledge and practical experience of modern policing principles and operational police work, including community policing and intelligence-led policing, and also on de-escalation, conflict-sensitive communication, human rights and gender-responsive policing.

Position: Informant Handler	**Employment Regime**: Seconded	
Ref. Number: EK 60111 Confirmed Vacancies: 2 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Operations/ Police Information and Operations Component/ Criminal Intelligence and Cooperation Unit	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** YES

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 to the Mission mandate implementation in line with the Mission's planning documents;
- To identify, recruit and manage informants who can provide information relating to requests stemming from the Specialist Chambers/ Specialist Prosecutor's Office;
- To liaise with other Mission's units, relevant law enforcement agencies and organisations from authorities in- and 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 manage expenses related to covert human sources.

3. General Tasks and Responsibilities:
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Criminal Intelligence and Cooperation Unit.

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: Law Intelligence, Criminology, Policing Studies or other related field OR equivalent police or/and military education or an award of an equivalent rank;
  AND
- A minimum of 5 years of relevant professional police experience or experience in a similar/relevant field, after having fulfilled the education requirements.
- Authorised to carry and issued a personal weapon.

5. Essential Knowledge, Skills and Abilities:
- Know-how from working in criminal intelligence and/or informant handling; source expenses and relevant technical equipment.
- Solid track record in criminal investigation field and good understanding of handling of covert human intelligence sources (CHIS);

- To be able to communicate with the CHIS, casual contacts and prospective sources directly and independently;
- To have good knowledge about past and current Kosovo security and political situation.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal intelligence and/or informant handling in Kosovo.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian languages.

Position: Intelligence Analyst	**Employment Regime**: Seconded	
Ref. Number: EK 60112 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Operations/ Police Information & Operations Component/ Criminal Intelligence and Cooperation Unit	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by contributing on the operational level in the respective field of expertise;
- To collate, analyse and develop intelligence from a variety of sources relating to Persons of Interest in line with the Mission's mandate;
- To conduct telephone and financial data analysis;
- To maintain an overview of individual operations, provide input for on-going intelligence collection and task intelligence officers;
- To produce strategic assessments to give an overview of Persons of Interest in line with the Mission's mandate.
- To present analysis results and provide recommendations for action – in particular through the production of target packages for dissemination to operational law enforcement teams;
- To assist in the development of best practices for the handling and use of intelligence both within the office and other stakeholders.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of CICU.

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: Law, Intelligence, Criminology, Social Sciences, Mathematics or other related university studies OR an equivalent and attested police or/and military education;
  AND
- A minimum of 8 years of relevant professional 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:

- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Working knowledge of i2 products (iBase and analyst notebook);

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

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in criminal intelligence.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Albanian and/or Serbian language;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Position: Operations Officer of International Police Cooperation Unit	**Employment Regime**: Seconded	
Ref. Number: EK 60121 Confirmed Vacancies: 2 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 13 Feb 2027 & 15 Mar 2027
Component/Department/Unit: Operations / Police Information and Operations Component/ Criminal Intelligence and Cooperation Unit/ International Police Cooperation Unit	**Security Clearance Level**: NOT REQUIRED	**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 ensure the communication flow and timely information sharing of operational findings;
- To analyse and assess the development and progress of the Unit's performance against the Mission's mandate tasks and priorities set in the Mission's planning document and the Mission Implementation Plan (MIP);
- To conduct quantitative and qualitative analysis of inputs originating from the Unit's operational activities and state of play on mandate implementation;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the MIP;
- 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 provide relevant support for the operational requirements of the Head of Criminal Intelligence and Cooperation Unit, and of other Units;
- To manage everyday routine operation and services of the INTERPOL NCB and the EUROPOL 'national contact point';
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Team Leader of International Police Cooperation Unit.

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 or training or an award of an equivalent rank;
AND

- A minimum of 4 years of relevant professional experience in International Police Cooperationafter having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Ability to acquire, analyse and manage information from a variety of sources;
- Ability to drive vehicles with manual transmission on rough terrain;
- Basic understanding of topographic maps, colours, symbols and scales;

6. Desirable Qualifications and Experience:

- Senior Law Enforcement Officer;
- Authorised to carry and issued a personal weapon.
- Experience working with INTERPOL, EUROPOL, SIRENE, Bi-lateral cooperation and with mutual assistance
- Background in organised crime investigations and experience of the intelligence function, international policing experience, and international cooperation agreements.
-

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances.
- Working knowledge of cooperating with other relevant international police cooperation entities (e.g., FRONTEX, SELEC centres, ILECU project, Embassies);
- Proficient with access into the I-24/7 INTERPOL database and SIENA system;
- Interpersonal and communication skills, both written and oral.

Position: Head of Mission Support Department	**Employment Regime**: Seconded	
Ref. Number: EK 60200 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Mission Support Department	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Head of Mission Support Department reports to the Head of Mission and the Chief of Staff, line managed by the Chief of Staff. For financial matters, s/he reports directly to Head of Mission, while keeping the Chief of Staff fully informed.

2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission (HoM) on finance and administrative issues;
- To direct and supervise the work of the organisational Units within the Mission Support Department (MSD) to ensure they support the Mission and its operational units in the execution of the Mission mandate and tasks as set out in planning documents, the Mission Implementation Plan (MIP) and instructions issued by the HoM;
- To manage and coach the Young Professional Expert (YPE) in the Mission Support Department, supporting their development and performance;
- To ensure accurate and timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To ensure compliance with instructions by the Mission management within MSD;
- To liaise with Civilian Operations Headquarters and Foreign Policy Instrument;
- To ensure the establishment and implementation of necessary rules and procedures as well as the provision of the needed administrative support, including sufficient financial, technical and human resources, to allow the Mission to implement its mandate;To ensure proper handling and control of designated funds allocated to the Mission and all necessary internal and external administrative functions related to efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To monitor financial and administrative operations of the Mission and prepare reports, figures, statistics, inventories and analysis of current and future requirements;
- To study and propose operational and management decisions with the objective of increasing the efficiency of the Mission service from an administrative point of view;
- To propose good practices, administrative and management decisions that have the objective to increase the efficiency of the mission;
- To coordinate the Mission Management Information System function;
- To formulate financial strategies in line with relevant rules and procedures;
- To be responsible for the implementation of the budget in accordance with the financial regulations related to the EU General Budget and rules and the Mission internal guidelines;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions, including data management and the provision of supporting documentation related to expenditure;
- To be responsible for the efficient monitoring and review of legal contracts related to acquisition and maintenance/service contracts and insurance issues;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To manage accounts, payments, treasury, payroll, financial system, claims and other financial functions;
- To develop mitigating strategies to reduce financial risk by taking action and evaluation the banking and national financial infrastructure, the physical/electronic security of funds and internal control.

- To limit financial risk by evaluating the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the HoM or 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 Business Administration, Economics, Law, Public Administration, Finance/Accounting, Engineering or other related fields of expertise OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
  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 coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to work in a demanding, deadline driven environment;

6. Desirable Qualifications and Experience:

- Knowledge of EU financial management and EU procurement rules;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Experience in planning complex projects, monitoring, evaluation and reporting;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

Position: Head of Finance Unit*	**Employment Regime**: Seconded	
Ref. Number: EK 60205 Confirmed Vacancies: 0 Pending Vacancies: 1	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Mission Support Department/ Finance Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Head of Finance Unit reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of the Finance Unit;
- To ensure sound and effective financial management of the Mission and the development of internal policies and procedures for finance matters;
- To define procedures for accounts, payments, petty cash, claims and other financial functions;
- To approve financial obligations, payments and disbursements.
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting;
- To limit financial risk by taking action to evaluate the local banking infrastructure and the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with relevant supervising authorities and all other relevant actors;
- To ensure that external audits are carried out and their recommendations implemented;
- To coordinate the preparations for the Mission's periodical budget, and liaise with the Civilian Operations Headquarters and the Foreign Policy Instrument;
- To identify goods and services required to improve the efficiency of the unit and define any related technical specifications for procurement;
- To identify, manage and report risks arising from the implementation of specific processes/systems/projects, including physical and electronic security of funds, and active, archived documents and transactions;
- To act as main Accounting Officer of the Mission
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Mission Support Department.

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

OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software;
- Excellent analytical, research and problem-solving skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- University degree and/or Master's degree in Economics, Finance, Banking, Accounting and/or specialised training/course in Finance, Accounting like an Enterprise Resource Planning (ERP) system;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of any of the official languages in Kosovo.

Position: Finance and Accounting Officer	**Employment Regime**: Seconded	
Ref. Number: EK 60206 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Mission Support Department/ Finance Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To assist the Head of Finance Unit (HoF) in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the HoF;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To record commitments in the designated software applications;
- To perform regular bookkeeping and accounting entries of the transactions on a daily basis using the designated accounting software applications;
- To file and archive related supporting documentation;
- To assist in the reporting, verifying accuracy of the accounts, and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To assist the HoF in drafting the Mission budget;
- To contribute to lessons learned identification;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the HoF;
- To be responsible for the control of financial commitments with regard to the availability of the funds and the respect of procurement threshold;
- To be responsible for proper implementation of the internal financial authorization process;
- To be responsible for proper implementation of payments (including payroll process), collection of revenue and recovery of amounts established as being receivable;
- To prepare, present and maintain the accounts;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting and preparation of weekly, monthly, quarterly, interim and final financial reports, as well as ad hoc reporting;
- To support the implementation of internal and external audits.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or military education or training or an award of an equivalent rank; AND.
  AND
- A minimum of 4 years of relevant professional experience exclusively in the area of accounting and finance after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting and general financial principles;
- Knowledge of current technologies used for accounting/finance and confident with spreadsheets;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organizations;
- Member of a body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant or Chartered Accountant;

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Excellent analytical, research and problem-solving skills;
- Excellent interpersonal and communication skills;
- Punctuality, commitment to quality, attention to detail, and good multi-tasking skills;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment;
- Ability to deal with sensitive information discreetly and confidentially;
- Ability to demonstrate absolute integrity and highest level of emotional intelligence;

Position: Head of Procurement Unit	**Employment Regime**: Seconded	
Ref. Number: EK 60210 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Mission Support Department/ Procurement Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Head of Procurement Unit reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To direct and supervise the work of the Procurement Unit;
- To lead, develop, manage and co-ordinate the Mission procurement processes in accordance with established professional and transparent procurement policies and procedures of the European Commission legislation and regulations;
- To assist and advise the Head of Mission Support Department (HoMSD) on all procurement issues;
- To provide assistance to the Mission members related with all contracting and procurement matters;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To use legally established professional and transparent procurement policies and procedures in accordance with the European Commission legislation and regulations.
- To act as the representative of the Unit with external interlocutors;
- To develop professional relationships and work partnership with the EU Commission in the field of procurement for the Mission;
- To manage internal Mission procurement requirements and activities.
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To liaise with other relevant institutions and organisations acting in the field of rule of law and associated procurement legislation;
- To manage internal Mission procurement requirements and activities.
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 the field of Law, Public Administration, Business Administration or other related university studies;
AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at management level;

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

7. Desirable Knowledge, Skills and Abilities:

- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

Position: Head of Technical Services	**Employment Regime**: Seconded	
Ref. Number: EK 60215 Confirmed Vacancies: 1 Pending Vacancies:0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Mission Support Department/ Technical Services	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Head of Technical Services reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work of the Mission Technical Services including logistics, transportation, building management, warehouse and inventory management, communications and information systems, including software development, registry and archiving;
- To propose operational decisions with the purpose of increasing the efficiency of the Mission Technical Services;
- To plan, develop and implement strategies so as to meet expected organisational performance regarding support services within approved budget and timeframe;
- To assess and anticipate needs in which Technical Services are involved and plan accordingly in consultation with Unit coordinators;
- To liaise with other Heads of Mission Support Services and the Office of the Head of Mission Support Department (HoMSD) for the implementation of policies and projects as appropriate;
- To monitor the establishment and maintenance of appropriate systems for measuring various aspects of assets management;
- To manage and supervise the budget allocated to Technical Services;
- To set goals and priorities for each Unit in consultation with their Chiefs;
- To assist and advise the HoMSD with regards to Technical Services;
- To identify, manage and report the risks arising from the specific processes/ systems/ projects implemented under his/her responsibility.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Mission Support Department.

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
- OR equivalent and attested police and/or military education or training or an award of an equivalent rank
  AND
- A minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at coordination/management level, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Excellent understanding of the operations in all the Units under for which the Head of Technical Services has managerial responsibility;
- Ability to lead a multifunctional team;
- Ability to assess and anticipate needs, plan and delineate strategies for maximizing resources.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.
- The qualification should be in the field of Business Administration, Logistics, Engineering, Public Administration or other related university field;

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.

Position: Head of Transport Unit	**Employment Regime**: Seconded	
Ref. Number: EK 60216 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Mission Support Department/ Technical Services /Transport Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:
The Head of Transport Unit reports to the Head of Technical Services.

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 be responsible for the overall management of transport means within the Mission and the provision of appropriate advice to senior management on all transport related matters;
- To direct and supervise the Transport Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents;
- To manage and assist in developing the budget for the Transport Unit;
- To be responsible for establishing a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover;
- To manage a Fleet Monitoring System (FMS);
- To provide advice, support and training on transport related matters, ensuring the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members;
- To be responsible for liaising with contingent transport officers from contributing nations and co-ordination of management and surveillance of their fleet;
- To be responsible for the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues;
- To identify needs of goods and/or services specifically required for its area of responsibility (including future vehicle needs of the Mission) and to technically define the appropriate requirements of the means required to cover these needs;
- To participate, as appropriate, in the correspondent processes to procure these goods and services;
- To establish a management system that includes 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;
- To develop internal guidelines and Standard Operating Procedures in his/her area of responsibility, as required.
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;

- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Technical Services.

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 the field of Mechanical Engineering, Transportation, Logistics or other related university studies, OR equivalent and attested police or/and military education or training;
  AND
- A minimum of 6years of relevant professional experience, after having fulfilled the educational requirements; out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirement.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;

6. Desirable Qualifications and Experience:

- Experience in the implementation of EU procurement processes and regulations;
- International experience, particularly in crisis areas with multi-national and international organizations.

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.
- Be familiar with project environment;
- Good awareness of different product and services markets and industrial business networks

Position: Head of Logistics Unit	**Employment Regime**: Seconded	
Ref. Number: EK 60217 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Mission Support Department/ Technical Services/Logistics Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:
The Head of Logistics Unit reports to the Head of Technical Services.

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 plan, analyse, design, program and implement all aspects of logistical needs of the Mission, in cooperation and coordination with relevant members of Mission Support Department and operational structures;
- To determine optimal minimum and maximum inventory levels for the different stocks;
- To approve amounts required for maintaining adequate stock levels and subsequent requests necessary for its replenishment;
- To identify the needs in terms of goods and/or services specifically required for the 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 oversee assistance to non-technical units in preparation of specifications of items to be procured;
- To receive, review, analyse, assign, process and track certified requisitions submitted by customers;
- To maintain liaison with customers on any supply needs;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Mission, ensuring systems in place for replacement and repair;
- To coordinate and facilitate accommodation of staff in EULEX KOSOVO locations;
- To be responsible for the computerised warehousing system to analyse stock history data in order to maintain an efficient and reliable automated inventory stock control system;
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects;
- To prepare or direct the preparation of communications, memoranda, presentations, and other media related to logistics and warehouse activities;
- To supervise and review work of all logistics staff for accuracy, productivity, completeness and compliance with established logistics procedures ensuring that stock is replenished, stored, rotated and disposed of effectively;
- To develop and maintain work standards and provide for respective staff training;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;

- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Technical Services.

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 the field of Business Administration, Logistics, Engineering or other related university studies OR equivalent and attested police or/and military education;
  AND
- A minimum of 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;

Ability to communicate and engage with senior officials and governmental decision makers;

6. Desirable Qualifications and Experience:

- Experience in the implementation of EU procurement processes and regulations.
- Professional experience in the areas of supply, logistics and warehouse procedures and practices
- International experience in managing support services of international organisations or military operations, particularly in crisis areas.

7. Desirable Knowledge, Skills and Abilities:

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- To be familiar with the use of MS Access and specific logistics planning software's;
- Ability to perform under stress and in difficult circumstances.
- Good awareness of different product and services markets and industrial business networks;
- Good working knowledge of MS Word, Power Point and Excel software

Position: Head of Communication and Information Systems Unit*	**Employment Regime**: Seconded/Contracted	**Post Category for Contracted**: Expert
Ref. Number: EK 60220 Confirmed Vacancies: 0 Pending Vacancies: 1	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Mission Support Department/ Technical Services/ Communication and Information Systems (CIS) Unit	**Level of Security Clearance**: EU SECRET	**Open to Contributing Third States:** NO

1. Reporting Line:

The Head of Communication and Information Systems Unit reports to the Head of Technical Services.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Communication and Information Systems (CIS) Unit;
- To advise the Head of Technical Services and Mission management on the development and implementation of CIS strategy, as well as to provide technical advice on CIS operational matters;
- To set the overall technology direction through strategic planning and development of multiyear work plans for CIS in line with organisational technology requirements in coordination of the IT Mission Support Platform in the Civilian Operations Headquarters (CivOpsHQ);
- To advise on the establishment, and thereafter to monitor the CIS budget to maintain operational capabilities and ensure a continuing evolution of technology implementation;
- To establish and maintain strategic service provider partnerships to provide best-in-class services to the Mission, optimising costs of services through a mix of internal and external resources;
- To coordinate all information technology activities and services, including management services, information systems services, systems administration services, network services, regional support services, and communications in the Mission;
- To ensure the implementation and monitoring of information systems security measures to safeguard the Mission critical data and systems under CIS control from threats including cyber threats and to provide advice in the case of systems belonging to the mission but outside of CIS control;
- To manage contracts and vendor relations related to outsourced/procured goods and services, such as hardware and software, network connectivity services, satellite communication services, internet services, telephony services, expert consultancies and external support services;
- To establish liaison and coordinate cooperation with other international organisations within the Mission area with regards to CIS technology;
- To draft and review CIS-related policies and directives and produce technical documents on disaster recovery and network/server documentation;
- To establish and maintain a reliable intra-organisational information flow between software developers, database administrators and clients/users;
- To resolve CIS related operational problems performing cost-benefit analyses on possible hard- and software solutions;
- To ensure the operation of the entire Mission network, to coordinate in-Mission computer hard- and software standardisation and to maintain security and backup of Mission data under CIS control;
- To support the technical maintenance and development of systems related to procurement, personnel management, finance control, assets control, pass and ID systems and databases;

- To draft tender specifications and originate requisitions for CIS related equipment, services, spare parts and supplies;
- To contribute to security and contingency policies for the Mission's CIS structure;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

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 the fields of Information Technology, Computer Sciences, Communications, Engineering or other related fields;
  AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, including 2 years of experience in coordination of IT projects and 2 years of management experience.

5. Essential Knowledge, Skills and Abilities:
- Extensive knowledge of current technologies for information systems, networking systems, and communication systems;
- Extensive knowledge of industry best practices in IT strategy, governance, radio and satellite communication technology and cloud services solutions;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan and review priorities;

6. Desirable Qualifications and Experience:
- Experience in managing technical environments and operating Microsoft Office 365 servers running on the premises or on Microsoft Azure cloud;
- Certified training in industry best practices for IT service management (ITIL) or IT governance (COBIT);
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:
- Knowledge of organizational technology needs and solutions, with ability to communicate to end users as well as IT and communications specialists;
- Advanced knowledge of Microsoft Server and Operating Systems technologies, Cisco network devices and IOS. Relevant certifications are an asset;
- Advanced knowledge of Microsoft Exchange Server.

Position: Communication and Information Systems CIS Officer	**Employment Regime**: Seconded/Contracted	**Post Category for Contracted:** Mission Support Management Level (MSML)
Ref. Number: EK 60221 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Mission Support Department/ Technical Services/ Communication and Information Systems Unit	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** NO

1. Reporting Line

The Communication and Information Systems (CIS) Officer reports to the Head of Communication and Information Systems Unit.

2. Main Tasks and Responsibilities

- To provide Communication and Information Systems first-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services;
- To act as the custodian of all Communication and Information Systems assets, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To contribute on the operational level a long term data integrity, archive and retrieval plan for all Mission lawfully intercepted content;
- To execute the maintenance of the lawful interceptions systems;
- To ensure timely and accurate reporting and information flow as per planning documents and maintenance documents;
- To be responsible for the maintenance, and care taking of the main lawful interception equipment as a system and network administrator;
- To be updated with the current status of the system, and take action when problem, bugs or other things occur and threaten the daily operation of the systems;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To troubleshoot issues affecting Windows Operating System, printer and network connectivity, software functionality, radio network,
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- To follow up the updates for the Lawful Interception Systems;
- To provide assistance to the lawful intercept operators in the day to day process of operations;
- To set up the workstations at the Live Listening Room, join them to LI Domain, install all applications, and make ready to use for the investigators;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To perform day-to day duties in accordance with established policies and procedures, including applicable Laws in Kosovo and internationally accepted human rights standards, in line with the Mission mandate and priorities.
- To deploy Windows Operating System and device management tools and verify the

successful update of device configuration according to IT policies;
- To maintain contact with Security and Health Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios).

3. General Tasks and Responsibilities
- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Communication and Information Systems Unit.

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 Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields) OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND;
  AND
- A minimum of 4years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:
- Computer literate (Word, Excel, PowerPoint, Access).
- Knowledge of computer systems and wired/wireless network technologies e.g. LANs, MANs, WANs;
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services;
- Strong analytical and problem solving skills;
- Drafting and writing skills;

6. Desirable Qualifications and Experience
- International experience, particularly in crisis areas with multi-national and international organizations.

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.

Position: IT Officer (Network/ Servers)	**Employment Regime**: Seconded/Contracted	**Post Category for Contracted:** Mission Support Management Level (MSML)
Ref. Number: EK 60222 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Mission Support Department/ Technical Services/ Communication and Information Systems Unit	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** NO

1. Reporting Line:

The IT Officer (Network/ Servers) reports to the Head of Communication and Information Systems Unit.

2. Main Tasks and Responsibilities:

- To assist, plan, analyse, design, program and implement Information Technology (IT) projects and applicable IT policies, technical reports, operating instructions, guidelines and procedures and to assist in formulation of security and contingency policy for the organisational IT structure;
- To manage IT equipment, servers, network and software applications with respect to installation, systems support, security and maintenance, to ensure the operation of the Mission's local/wide area network through an adequate preventive maintenance program and to coordinate standardisation of computer hardware and software with the centre of the Mission and field structures;
- To conduct research, analysis and evaluation of new technologies and make recommendations for their deployment, as well as handling all aspects of contract administration, including collaboration with the Mission's Procurement Unit in order to establish service level agreements or framework contracts with vendors;
- To develop detailed systems specifications, functional specifications and user documentation for major systems;
- To implement appropriate security mechanisms in order to protect the Mission's network from all kinds of electronic threats that would compromise the Mission's network and infrastructure;
- To originate requisitions for equipment, spare parts and supplies and maintain the appropriate budget control and accountability for IT spending;
- To select and evaluate cost-effective solutions for IT hardware and software according to the Mission's requirements;
- To maintain an adequate number of computer equipment and spares;
- To organise repair and replacement as necessary;
- To organise the prompt delivery of technical services by assigning the available technical resources, including providing Office Automation as help desk support, standardisation, preparation and maintenance of applications;
- To seek out user information and their training needs and to arrange training for users and IT staff with regards to the Mission's standard hard- and software, while at the same time keeping up to date with new technologies and standards;
- To design, implement and maintain local/wide area networks, providing network, email, internet use, security and backup of Mission data;
- To support systems for procurement, personnel management, finance control, assets control, pass and ID systems and databases for the entire Mission area;
- To identify needs for goods and/or services specifically required for IT, 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 undertake any other related tasks as requested by the Head of Communication and Information Systems Unit.

3. General Tasks and Responsibilities
- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Communication and Information Systems Unit.

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 Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields) OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
- AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:
- Advanced knowledge of Microsoft Server and Operating Systems technologies, Cisco network devices and IOS;
- Substantial knowledge of IT equipment specifications and performances, such as servers, network devices and IT standards;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
- Strong analytical and problem solving skills
- Drafting and writing skills;
- Advanced knowledge of Microsoft Exchange Subscription Edition and Exchange Online Hybrid Deployments; and
- Experience managing and operating Microsoft cloud environments, including Microsoft Azure and Microsoft 365

6. Desirable Qualifications and Experience
- Certifications in Microsoft Server and Operating Systems technologies, Cisco network devices and IOS;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:
- Ability to perform under stress and in difficult circumstances.
- Effective project management skills.

Position: IT Officer (Software/ Databases)	**Employment Regime**: Seconded/Contracted	**Post Category for Contracted:** Mission Support Management Level (MSML)
Ref. Number: EK 60223 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Mission Support Department/ Technical Services/ Communication and Information Systems Unit	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** NO

1. Reporting Line:

The IT Officer (Software/ Databases) reports to the Head of Communication and Information Systems Unit.

2. Main Tasks and Responsibilities:

- To ensure the integrity, normalization, stability and security of production databases and in-development ones;
- To advice on improvements and compatibility between operating systems and database management systems;
- To perform regular logs checks, identifying problems and suggesting ad-hoc and long-term solutions;
- To plan, in coordination with the Head of Communication and Information Systems Unit, disaster recovery plan and backup system;
- To work closely with the system administrator to upgrade servers' operating systems and install new features, versions, patches, service packs of database management systems, ensuring the well allocation and use of memory;
- In coordination with other IT officers and software developers, design tables, views, procedures, functions and diagrams;
- To provide IT helpdesk with necessary tools and information on users accounts and access account troubleshooting;
- To create jobs to ensure the operability of databases and establish mechanisms for database replication and duplication;
- To perform regular data checks and data quality control;
- To define standards and best practices to guarantee readability and consistency in design and coding;
- To coach the developers on new features of the DBMS;
- To monitor and supervise the work of the local Database Administrators;
- To work in coordination with other IT Officers.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Communication and Information Systems Unit.

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 Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields) OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Good knowledge and experience in SQL Capacity planning, scalability and configuration of SQL clusters;
- Data modelling, database optimization, understanding and implementation of schemas, and the ability to interpret and write complex SQL queries;
- Ability to 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;
- Good communication skills, including effective presentation skills and the ability to deliver training courses.
- Strong analytical and problem solving skills;
- Drafting and writing skills;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.
- Practical experience in the integration of applications such as document management systems;
- Proven experience in SQL replication, SQL Mirroring, fail-over clustering.

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.

Position: Deputy Head of Security and Health Department	**Employment Regime**: Seconded	
Ref. Number: EK 60251 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Security and Health Department	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** NO

1. Reporting Line:

The Deputy Head of Security and Health Department (DHoSHD) reports directly to the Head of Security and Health Department (HSHD) and in his/her absence, to the Head of Mission.

2. Main Tasks and Responsibilities:

- To support the HSHD in leading, managing and coordinating the work and staff of Security and Health Department;
- To support Mission members in relation to security measures and ensure all necessary actions are taken particularly in emergency cases;
- To assist the HSHD in the supervision and planning of all field visits/journeys and provide timely advice and guidance to Mission members;
- To participate in the staff recruitment for the Security and Health Department;
- To assist the HSHD in the management of contracted local security services;
- To travel throughout Kosovo and conduct security measures;
- To contribute to the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures;
- To contribute to, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the MSP, including provisions for relocation/evacuation as well as effective warden and movement of personnel system;
- To deputise for the HSHD as required;
- To advise the Head of Mission, senior Mission management and other parts of the Mission on all security related matters affecting the Mission, its assets, personnel and information;
- To assess the security situation and provide advice, assistance, and implement measures to ensure the security and safety of Mission's members;
- To contribute to the protection of EU classified information (EUCI) within the Mission and ensure information is handled in accordance with EU rules and regulations;
- To produce the security inputs to daily Situation Reports, Weekly Operations Summaries, Monthly and Six Monthly Reports etc. and to ensure real time reporting from potential trouble spots as appropriate;
- To provide comprehensive security induction training to Mission members;
- To conduct regular security drills, communication tests and evacuation exercises;
- To advice Mission members on security issues as required;
- To perform security reviews of Mission members personal protective equipment, transport, Mission members residency as necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and draft related terms of references;
- To ensure that all security and communication equipment is operational and ready to use;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;

- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the HSHD.

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 the field related to Police Sciences, Military Sciences, Social Sciences or Security OR equivalent and attested police or/and military education OR a Civilian Security Organization with specialized training on field operations, force protection and/or security
  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;

5. Essential Knowledge, Skills and Abilities:
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to contribute creatively to the development of security policies and procedures;
- Planning and time-management skills;
- Very good interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience:
- University or/and Master's Degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of the EU Mission Security Officer Certification Course;
- Professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Experience in safety and security and in the development of relevant policies and procedures;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Authorized to carry and issued a personal weapon;
- Driving license of Category C.

7. Desirable Knowledge, Skills and Abilities:
- Knowledge of the Mission area and potential security threats;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Position: Mission Security Ops and Planning Officer	**Employment Regime**: Seconded	
Ref. Number: EK 60252 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Security and Health Department	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Mission Security Operations and Planning Officer reports to the Head of Security and Health Department.

2. Main Tasks and Responsibilities:

- To provide support to Mission Security Officers within their area of operations and ensure staff development accordingly;
- To provide personal security support to members of the Mission;
- To identify relevant security related training needs for members of the Mission, as well as designing and delivering training when necessary, in cooperation with the Human Resources Section;
- To assist in the development of security policies and procedures, including the Mission Security Plan, Standard Operating Procedures and Contingency Plans, as well as ensuring their completion and review;
- To support the activities of the Mission Security Officers, ensuring synergetic reporting and operational effectiveness;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To maintain a fire evacuation plan and conduct fire drills and training as necessary;
- To assist in the coordination of VIP visits with all relevant security agencies;
- To develop professional contacts with the local police, military and security managers of other international organisations at a local regional level;
- To provide advice and training to staff on residential security measures;
- To assume responsibility for local guard force management;
- To conduct security training for regionally-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.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Security and Health Department.

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 of the fields related to Security or Management related fields OR equivalent and attested police or/and military education or a Civilian Security Organization with specialized training on field operations, force protection and/or security;

  AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Driving licence of Category C.

5. Essential Knowledge, Skills and Abilities:

- Professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.

6. Desirable Qualifications and Experience:

- Successful completion of the EU Mission Security Officer Certification Course;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under stress and in difficult circumstances;
- Training in Close Protection (theory and practise) and/or firearms and/or basic life support;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Knowledge of Albanian and/or Serbian language.

Position: Weapons and Firearms Instructor/ Armourer	**Employment Regime**: Seconded	
Ref. Number: EK 60253 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 29 Mar 2027
Component/Department/Unit: Security and Health Department	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** YES

1. Reporting Line:

The Weapons and Firearms Instructor/Armourer (WFI/A) reports to the Head of Security and Health Department (HoSHD).

2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union;
    - To support, assist and advise the HSHD on all training and related evaluation of armed Mission personnel;
    - To assist in the development of internal standards and guidelines for firearms training and deliver firearms training according to the Mission use of force policy;
    - To prepare summaries and reports on weapons/firearms training activities and maintain records of shooting training and tests, including use of ammunitions;
    - To conduct regular assessment of weapons handling and shooting skills of armed Mission personnel, as well as perform their certification and recertification;
    - To ensure firing sites/ranges are maintained according to safety standards;
    - To coordinate the use of shooting ranges;
    - To facilitate operations designated armouries, identify armoury requirements and provide technical support to Mission personnel;
    - To conduct technical assessment of Mission weapons and firearms and ensure operational effectiveness and equipment husbandry;
    - To coordinate import and export procedures of all firearms and ammunition to the Mission area;
    - To draft technical specifications/terms of reference for procurement activities and participate in the evaluation of tenders.
- To maintain relevant Health & Safety principles in relation to the areas of his/her responsibility;
- To facilitate training needs analysis and reviews upon direction, in relation to the Missions use of force policy, defensive tactics and firearms training in compliance with the Mission OPLAN and SOP's;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by a diploma OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
  AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Pistol and rifle instructor certification/accreditation from a recognised institution;
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems;
- Ability to contribute creatively to the development of security strategies and procedures;
- Skilled in firearms training and firearms use of Mission owned weapons systems (for example: HK G36 rifles, Glock pistols, FNP 90, etc.)

6. Desirable Qualifications and Experience:

- Trained and certified in close protection techniques (theory and practice);
- Demonstrated knowledge in the field of maintenance and/or technical assessment of firearms;
- Valid C or C1 driving license;
- Successful completion of an Industry Standard Security Qualification;
- To hold an industry standard First Aid Qualification;
- International experience, particularly in crisis areas with multi-national and/or international organisation;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of applicable international standards/best practices and human rights regulations relevant to the use of firearms and use of force.
- Technical knowledge of side arms and long barrelled weapons;

Position: Head of Medical Unit	**Employment Regime**: Seconded	
Ref. Number: EK 60260 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Security and Health Department/ Medical Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:

The Head of Medical Unit reports to the Head of Security and Health Department (HoSHD) and in the capacity of Medical Advisor, directly to the Head of Mission.

2. Main Tasks and Responsibilities:

- To manage the health and medical support services of the Mission.
- To direct and supervise the work of the Medical Unit, including all aspects related to the field of responsibility, in line with the Mission's planning documents.
- To assist and advise the Head of Mission (HoM) and the HoSHD on all medical matters.
- To manage and assist in developing the budget for the Medical Unit.
- To be responsible for planning, analysing, designing and maintaining a programme that addresses the medical needs of the Mission.
- To provide the necessary medical inputs with regard to operational planning, decision making processes and resulting orders and documents.
- To assess in close cooperation with the medical practitioner in attendance at an emergency incident the requirements for further treatment and/or the further medical evacuation (by ground and/or by air).
- To oversee the use of available medical evacuation capabilities (air and/or ground) inside or outside the Mission area.
- To coordinate and perform medical briefings for all incoming Mission members, as well as first-aid and/or trauma-level training for selected Mission members.
- To monitor the epidemiological and overall medical situation in the area of operation, to promote and implement preventive medical and occupational health measures, including hygiene and recommendations for immunisations.
- To oversee the collection and handling of appropriate information related to medical support for Mission members.
- To interface with international military, civilian and non-governmental humanitarian and support agencies in the Mission area for medical matters when required.
- To assess on regular basis existing in- and out-patient medical treatment facilities (locally and in neighbouring countries), to regularly issue an updated list of available facilities, and liaise with them to secure treatment of staff as necessary.
- To establish and regularly update a medical emergency plan in coordination with all relevant elements of the Mission, international, civilian and military organisations in the area of operation.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the HoM and HoSHD.

4. Essential Qualifications and Experience:

- Successful completion of a full course of university studies of at least 5 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 Medicine (EU recognised);
AND

- A minimum of 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;

6. Desirable Qualifications and Experience:

- Experience in aviation and transportation medicine with MEDEVAC/STRATEVAC coordination;
- Experience in civilian-military cooperation.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge in emergency medicine;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.
- Absolute discretion, reliability and trustworthiness;
- Excellent drafting, reporting and presentation skills.
-

Position: Team Leader Armed Protection Unit	**Employment Regime**: Seconded	
Ref. Number: EK 60265 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** ASAP
Component/Department/Unit: Security and Health Department/ Armed Protection Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line

The Team Leader Armed Protection Unit reports to the Head of Security and Health Department (HoSHD).

2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework;
- To manage the armed protection security in coordination with the Host government armed protection forces assigned to the Mission protection;
- To be responsible for planning and execution of Armed Protection operations, in line with the firearms policy stated in the Operation Plan (OPLAN);
- To carry out daily administration and operational planning for the Armed Protection Team;
- To assist in the oversight of Armed Protection Team staff, providing instructions, support and assistance as required;
- To develop and maintain Mission armed protection policies and procedures;
- To provide comprehensive procedural documents related to armed protection activities based on the firearms legal framework policy;
- To coordinate the preparation and delivery of firearms training for the Armed Protection Team in liaison with the Weapons and Firearms Instructor/Armourer;
- To identify Mission members' security training requirements and deliver training;
- To provide personal security advice to Mission members;
- To maintain operational effectiveness and equipment husbandry;
- To develop professional contacts with the local police, military and security managers of other international organisations in coordination with the Security and Health Department;
- To liaise with civilian and military organisations to assess current and future threats;
- To carry out threat assessments to ensure appropriate security measures are in place in a timely and effective manner;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by line manager(s).

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework 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 and/or military education or training or an award of an equivalent rank;

AND

- A minimum of 6 years of relevant professional after having fulfilled the education requirements, out of which a minimum of 3 years of experience at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Trained and certified in close protection techniques (theory and practice);
- Trained in basic life support (medical training);
- Valid license for armoured vehicles or C or C1 driving license;
- Ability to operate a variety of communication systems;
- Ability to contribute creatively to the development of security strategies and procedures;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- Successful completion of an Industry Standard Security Qualification;
- International experience, particularly in crisis areas with multinational and international organisations.
- Advanced driving training (defensive driving);
- Pistol and rifle instructor certification/accreditation from a recognised institution;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats

Position: Close Protection Operator	**Employment Regime**: Seconded	
Ref. Number: EK 60267 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 04 Jan 2027
Component/Department/Unit: Security and Health Department/ Armed Protection Unit	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** NO

1. Reporting Line:
The Close Protection Operator reports to the Team Leader Armed Protection Unit. Mission member might be expected to live in the north.

2. Main Tasks and Responsibilities:
- To be responsible for execution of Close Protection (C/P) operations;
- To conduct armed close protection of the Head of Mission, visiting VIP or EULEX Kosovo Mission staff at risk;
- To carry out daily administration and operational planning for daily C/P activities;
- To assist in the development of Mission C/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To provide comprehensive procedural documents with respect to C/P activities;
- To contribute in identifying staff personal security training requirements and to assist in developing and delivering necessary training;
- To provide personal security advice to members of the organisation;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under Close Protection Unit 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 organisations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To carry out threat assessments to ensure appropriate security measures are in place, in a timely and effective manner.

3. General Tasks and Responsibilities:
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

4. Essential Qualifications and Experience:
- Successful completion of secondary education attested by a diploma, complemented by Police or Military training OR equivalent and attested police and/or military education or an award of an equivalent rank;
  AND
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements;
- Authorised to carry and issued a personal weapon.

5. Essential Knowledge, Skills and Abilities:
- Valid driver's license category C
- Trained and certified in close protection techniques (theory and practice);

- Trained in basic life support (medical training);
- Advanced driving training (defensive driving).
- Ability to operate a variety of communication systems.

6. Desirable Qualifications and Experience:

- Trained and certified as a shooting instructor;
- Operational experience as a Medic.

Position: Mission Security Officer	**Employment Regime**: Seconded	
Ref. Number: EK 60271 Confirmed Vacancies: 2 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo)	**Availability:** 01 Sept 2027
Component/Department/Unit: Security and Health Department/ Mission Security Officer Team	**Security Clearance Level**: EU SECRET	**Open to Contributing Third States:** NO

1. Reporting Line:

The Mission Security Officer reports to the Team Leader – Mission Security Team. Staff member might be expected to live in the north.

2. Main Tasks and Responsibilities:

- To assist the Team Leader – Mission Security Team (TL MST) in the development, implementation and updating of the Mission Security Plan and all supporting security and safety document, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the TL MST on all incidents affecting Mission members;
- To assist the TL MST in reviewing the security phases;
- To elaborate in–depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
    - To perform security reviews of personal protective equipment, transport, residences and Mission offices;
    - To ensure all security and communications equipment is operational and ready to use;
    - To conduct regular security drills, communication tests and evacuation exercises;
    - To provide briefings and presentations to Mission members on matters related to security and safety to ensure staff are prepared for emergencies;
    - To liaise and co-operate with local law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives, on security matters;
    - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
    - To implement the EULEX Kosovo security plan;
    - To travel throughout Kosovo.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the line manager(s).

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework 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 OR education at a civilian security organisation or an award of an equivalent rank;
AND

- A minimum of 4 years of relevant professional experience, out of which one year experience in ensuring protection of organisational programs, personnel, assets, information and reputation, after having fulfilled the education requirements;
- Authorised to carry and issued a personal weapon;
- Driving licence of Category C.

5. Essential Knowledge, Skills and Abilities:

- Planning and time-management skills;
- Analytical skills;

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of the EU Mission Security Officers Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- Passive understanding of Serbian language.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential threats.
- Demonstrated ability and experience to contribute creatively to the development of security strategies and procedures;
- Organisational, planning, and time-management skills.

Position: Member of the Human Rights Review Panel	**Employment Regime**: Seconded	
Ref. Number: EK 60300 Confirmed Vacancies: 1 Pending Vacancies: 0	**Location:** Western Balkans Region (Kosovo) (hybrid)	**Availability:** ASAP
Component/Department/Unit: Human Rights Review Panel	**Security Clearance Level**: NOT REQUIRED	**Open to Contributing Third States:** YES

1. Reporting Line:

The Member of the Human Rights Review Panel (HRRP) reports to the Civilian Operations Headquarters (CivOpsHQ). The total indicative time commitment for this part-time position is approximately 25%.

2. Main Tasks and Responsibilities:

- Being fully independent in the exercise of all his/her functions, the incumbent will:
  - Review complaints filed with the HRRP with regard to alleged human rights violations by EULEX Kosovo in the conduct of its executive functions;
- To serve as a member of the HRRP for EULEX Kosovo consisting of a total of three international members;
- As member of the HRRP, submit findings to the Head of Mission, including recommendations for remedial actions, if appropriate, in accordance with the EULEX Kosovo Accountability Concept;
- To ensure an expeditious procedure for the review of complaints;
- To maintain the authority and dignity of the HRRP;
- To decide matters of rules and procedure which may arise during the review of a complaint;
- To be available to participate in HRRP sessions in Kosovo up to four times a year, with each session lasting up to five working days;
- To direct and supervise the staff of the HRRP Secretariat.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the CivOpsHQ.

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 with a specialization in Human Rights, International Public Law or Administrative Law;
  AND
- A minimum of 9 years of relevant professional experience, after having fulfilled the educational requirements;
- Extensive and progressively responsible professional experience in the field of human rights law;
- Experience working as a judge, law professor **or** counsel before the courts of an EU Member State or a Contributing Third State.

5. Essential Knowledge, Skills and Abilities:

- Substantial knowledge of international and regional human rights instruments and mechanisms such as the Convention for the Protection of Human Rights and Fundamental Freedoms, and of EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Ability to interpret and apply legislative instruments based on sound legal judgment.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in working at the European Court of Human Rights, or other relevant international tribunals and human rights bodies.

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.