

Guidelines for Application and Basic Requirements

Organisation:	EULEX KOSOVO
Job Location:	Balkans Region (Kosovo)
Availability:	To be determined in Autumn
Contract Regime:	Seconded by Contributing States or contracted
Job Titles/Vacancy Notice:	Please refer to the Job descriptions
Deadline for applications:	15 September 2008
How to apply:	<p>Interested candidates should use the standard application form (Annex II), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. In case more are received by the same candidate only one will be considered, the one submitted through the national authorities being given priority.</p> <p>Completed forms should be sent to the following address by email only. Please DO NOT SEND to any other addresses. No further documentation is necessary.</p> <p>General Secretariat of the Council, Civilian Planning & Conduct Capability (CPCC) E-mail: cpcc-kosovoforgen@consilium.europa.eu</p>
Information:	<p>Additional information can be obtained from the EULEX Kosovo website (www.eulex-kosovo.eu) or over the following contacts:</p> <p>For questions from national authorities:</p> <p style="padding-left: 40px;">EUPK Kosovo – Brussels Support Element Attn. Ms. Antigone Marana Tel: +32 (0)2 281 ext. 2630 antigone.marana@consilium.europa.eu</p> <p>For questions from individual applicants:</p> <p style="padding-left: 40px;">EULEX Kosovo HR/Personnel Office Tel: +381 (0)38 504 604 ext. 8878, 8933, 8932, 8931 HumanResources@eupk-kosovo.eu</p>
Citizenship:	Only applicants from European Union (EU) Member States, Contributing Third States and from Third States that have been identified as prospective contributors ¹ are eligible. Applications from Third States are subject to the conclusion of formal agreements.
Secondment:	All candidates wishing to apply for a seconded regime will have to apply through their respective national authorities.

¹ Croatia, Norway, Switzerland, Turkey, United States of America

Remuneration:	The current daily allowance paid to seconded staff from EU Member States is regulated by Council Note 14239/06 of 19 October 2006. Salaries for contracted staff are depending on qualifications and are regulated by a classification/salary scale endorsed by the Commission (the Communication in force is C(2007) 1746 of 21 December 2007). No information about individual salaries can be given at this point as these would have to be calculated.
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A. Essential requirements

Citizenship – Citizenship of a Member State of the European Union (EU) or of one of the Third States that have been identified as possible contributors (Croatia, Norway, Switzerland, Turkey, United States – subject to formal agreements to be concluded) and full rights as a citizen.

Integrity – Staff members must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. They will under no condition provide or discuss any Mission-related information or document that comes to them as a result of their access to classified and/or sensitive information. They shall carry out their duties and act in the best interest of the Mission.

Negotiation Skills – The staff members must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – The staff members need to be able to work under arduous conditions and with a limited network of support. They must be able to cope with extended periods of separation from their family and usual environment.

Physical and mental health – The staff members must be physically fit and without any medical or mental problems, or any substance dependency which may impair their operational performance in the Mission. Selected personnel should, in principle, be under the normal age of retirement in EU Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Excellent reporting skills are especially important.

Computer Skills – Skills in word processing and spreadsheets are essential. Knowledge of other IT tools will be an asset.

B. Recommended requirements

Knowledge of the EU Institutions – To have a sound knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of the Balkans – To have a sound understanding of the history, culture, and socio-political situation of the region, as well as of police, judicial and governmental structures.

Language skills – knowledge of French and local languages would be an asset.

C. Essential documents and requirements for the selected candidates

Passport – The candidates must obtain a passport from their respective national authorities.

Visas – Seconded members may obtain a transit visa as appropriate.

Security clearance required – To have or obtain a national security clearance of the level of "EU SECRET" or equivalent.

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

Medical certificate – To be in possession of a valid certificate declaring the staff member fit for the Mission.

Driver's licence – To be in possession of a valid civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle.

D. Additional information on the selection process

Application form – Applications will be considered only when using the standard Application Form (Annex 2) and indicating which position(s) the candidate is applying for.

Selection process – The most suitable candidates will be short-listed and invited for an interview before the final selection is made.

Information on the outcome – Candidates will be informed about the outcome of the selection process only once the process is completed.

The EU strives for an improved gender balance in ESDP operations, in conformity with UNSCR 1325. Female candidates are encouraged to apply.

JOB CLASSIFICATION FOR EULEX KOSOVO

This classification comprises four categories with a number of levels for each category, namely:

- Strategic Management (3 levels)
- Upper/Middle Management and Authority (3 levels)
- Operational (3 levels)
- Technical (1 level)

Category I – Strategic Management

Positions under Category I assume the responsibility to coordinate and set directions for the Mission's operations with an overall impact in the Mission or at least one of its components. Therefore, staff members under Category I are required to possess substantive knowledge of the functioning of the EU, in particular the Common Foreign and Security Policy and European Security and Defence Policy, and have experience in national and/or international assignments in planning and assisting crisis management missions. Staff members under Category I will have an Advanced University degree. Diplomatic background will be desirable for the first two levels.

Level 1 – Corresponds to the Head of Mission

Level 2 – Corresponds to the Deputy Head of Mission

Level 3 – Corresponds to the Heads of Mission Components (Justice, Police, Customs), the Head of the Private Office and the Head of Administration.

Category II – Upper/Middle Management and Authority

Positions under Category II require professional competence gained through an Advanced University degree and progressively responsible professional experience stemming from a minimum of 5 years of experience in a managerial position and 10 years of overall professional experience.

By “Authority” is meant a set of positions that, although not managerial in nature, entail a high degree of responsibility and authority. This is the case for judges, prosecutors, senior advisors and similar positions.

Level 1 – This level includes Upper Management. These positions require the ability to manage a diverse and multi-disciplinary team that contains a relatively high number of posts. Holders of these positions should possess expertise in the main area of activity and an in-depth understanding of all the areas of activity within the team. In this level are included Deputy Heads of Component and Heads of Branches.

Level 2 – Positions of special authority are included in this level, such as judges and prosecutors. Managerial positions that are somewhat in between Levels 1 and 3 are also included.

Level 3 – This level comprises the middle Management. These positions require the ability to manage a relatively diversified team within a given area of activity as well as a strong competence in the main field of activity. In this level, Chiefs of Section, Unit Coordinators and Team Leaders are included. Non-managerial positions with a certain degree of authority and responsibility are also included, such as senior advisors.

Category III – Operational

Positions under Category III require the competence to perform operational tasks with an acceptable degree of independence and initiative. The professional competence required is achieved through a University (or equivalent, such as Police Academy) Degree and a minimum number of years of professional experience in a relevant field according to each Level.

Level 1 – The position requires at least 10 years of professional experience related to the post as well as substantial experience in Crisis Management Missions. It corresponds to a Senior Professional.

Level 2 – The position requires at least 5 years of professional experience related to the post. It corresponds to a Middle-Rank Professional.

Level 3 – At least 3 years of professional experience related to the post. It corresponds to a Junior Professional.

Category IV – Technical

Positions under Category IV require a technical competence acquired through Vocational Education and Training or through specialized Upper Secondary education. The required level of competence demands proven experience in relevant jobs and tasks for at least 5 years.

THIS CATEGORY WILL BE COMPOSED OF ONE SINGLE LEVEL.

JOB DESCRIPTIONS

Police Component

Reinforcement Task Force

Title: **Reinforcement Task Force Commander – EK 0600**

Positions: **1**

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

He/she reports to the Head of Police

Job description

- To command a police Task Force manned with 334 international police officers performing general police, investigations and border police duties.
- To be able to take operational decisions when facing a wide range of incidents and organize the support to investigators dealing with domestic violence, arson, theft, burglaries, rape, murder, narcotics, traffic accidents, small scale interethnic incidents.
- To analyse operational situations and design local strategies in order to remedy to problems occurring in the area of responsibility.
- To deliver official reports on events and to be able to provide information on specific issues or related to the situation in the area of responsibility.
- To manage general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To keep contact/cooperate with the other international agencies present in their AOR.
- To perform other duties as assigned or required by the chain of command.

Job Requirements

- Graduate from a recognized police school and relevant experience in police service.
- A minimum of 20 years of professional experience related to the post and at least 10 years in relevant managerial position.
- Substantial and relevant professional experience within the field of general policing and borders.
- Ability to make sensible and timely decisions related to own duties, possess good interpersonal skills.
- To be in possession of EU security clearance

Police Component

Reinforcement Task Force

Title: **Reinforcement Task Force Deputy Commander – EK 0601**

Positions: **1**

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

He/She reports to the Reinforcement Task Force Commander

Job description

- To deputize the commander of a police Task Force manned by 334 international police officers performing general police, investigations and border police duties.
- To be able to prepare plans or take operational decisions when facing a wide range of incidents and to organize the support to investigators dealing with domestic violence, arson, theft, burglaries, rape, murder, narcotics, traffic accidents, small scale interethnic incidents.
- To analyse operational situations and design local strategies in order to remedy to problems occurring in the area of responsibility.
- To deliver official reports on events and to be able to provide information on specific issues or related to the situation in the area of responsibility.
- To manage general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To keep contact/cooperate with the other international agencies present in their AOR.
- To perform other duties as assigned or required by the chain of command.

Job Requirements

- Graduate from a recognized police school and relevant experience in police service.
- A minimum of 10 years of professional experience related to the post and at least 5 years in relevant managerial position.
- Substantial and relevant professional experience within the field of general policing and borders.
- Ability to make sensible and timely decisions related to own duties, possess good interpersonal skills.
- To be in possession of EU security clearance

Police Component

Reinforcement Task Force

Title: **Assistant to the Reinforcement Task Force Commander – EK 0602**

Positions: **1**

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

He/She reports to the Reinforcement Task Force Commander

Job description

- To assist the commander of a police Task Force manned by 334 international police officers performing general police, investigations and border police duties.
- To deliver official reports on events and to be able to provide information on specific issues or related to the situation in the area of responsibility.

- To organize the general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To perform other duties as assigned or required by the chain of command.

Job Requirements

- Graduate from a recognized police school and relevant experience in police service.
- A minimum of 3 years of relevant professional experience related to the post
- Ability to make sensible and timely decisions related to own duties, possess good interpersonal skills.
- To be in possession of EU security clearance

Police Component

Reinforcement Task Force

Title: **Station Commander – EK 0603**

Positions: **4**

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

He/She reports to the Reinforcement Task Force Commander

Job description

- To command a police station manned by between 43 and 75 international police officers performing general police duties, patrolling, first intervention, community policing, traffic police, etc.
- To be able to take operational decisions when facing a wide range of incidents and organize the support to investigators dealing with domestic violence, arson, theft, burglaries, rape, murder, narcotics, traffic accidents, small scale interethnic incidents.
- To schedule patrols, analyse information collected and report through the chain of command.
- To deliver official reports on events and to be able to provide information on specific issues or related to the situation in the area of responsibility.
- To manage general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To keep contact/cooperate with the other international agencies present in their AOR.
- To perform other duties as assigned or required by the chain of command.

Job Requirements

- Graduate from a recognized police school and relevant experience in police service.
- A minimum of 10 years of professional experience related to the post and at least three years in managerial position.
- Substantial and relevant professional experience within the field of general policing.

- Ability to make sensible and timely decisions related to own duties, possess good interpersonal skills.
- To be in possession of EU security clearance

Police Component

Reinforcement Task Force

Title: **Station Police Officer – EK 0604**

Positions: **223**

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

He/She reports to the Station Commander

Job description

- To perform general police duties, patrolling, first intervention, community policing, traffic Police
- To be able to deal with a wide range of incidents and support investigators dealing with domestic violence, arson, theft, burglaries, rape, murder, narcotics, traffic accidents, small scale interethnic incidents.
- To be able to secure and participate in crime scene examination.
- To patrol and report accordingly.
- To assist the investigation officers during activities relevant to investigations and the preparation of official reports.
- To be able to provide information on specific issues or related to the situation in the area of responsibility.
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To keep contact/cooperate with the other international agencies present in their AOR.
- To perform other duties in support of the other officers, as assigned or required.

Job Requirements

- Graduate from a recognized police school and relevant experience in police service.
- A minimum of 3 years of professional experience related to the post.
- Substantial and relevant professional experience within the field of general policing
- Ability to make sensible and timely decisions related to own duties, possess good IT literacy skills.
- To be in possession of EU security clearance

Police Component

Reinforcement Task Force

Title: **Chief Investigator – EK 0605**

Positions: 1

Category: **III** Level: 1

He/She reports to the Reinforcement Task Force Commander

Job description

- To manage an investigation unit of 29 investigators conducting investigations, to undertake substantive investigation measures, and to consolidate data, in compliance with domestic and international standards.
- To be able to coordinate criminal investigations regarding a wide range of incidents, starting from domestic violence, arson, theft, burglaries, rape, murder, narcotics, traffic accidents, small scale interethnic incidents.
- To control the proper investigation of criminal cases and report accordingly.
- To ensure the appropriate filing of sensitive investigations documentation and the appropriate distribution of documents.
- To ensure the handover of sensitive /serious crimes investigation documentation to the appropriate unit when required.
- To be able to provide information on specific issues or related to the situation in the area of responsibility.
- To coordinate the management of general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To keep contact/cooperate with the other international agencies present in their AOR.
- To perform other duties in support of the other officers, as assigned or required.

Job Requirements

- Graduate from a recognized police school and relevant experience in police service.
- A minimum of 10 years of professional experience related to the post including 5 years in relevant managerial functions
- Substantial and relevant professional experience within the field of s Investigations and/or criminal investigation skills.
- Ability to make sensible and timely decisions related to own duties, possess good IT literacy skills.
- Desirable knowledge in information/intelligence gathering.
- To be in possession of EU security clearance

Police Component

Reinforcement Task Force

Title: **Investigator – EK 0606**

Positions: 29

Category: **III** Level: 2

He/She reports to the Chief Investigator

Job description

- To perform investigations as tasked, to undertake substantive investigation measures, and to consolidate data, in compliance with domestic and international standards.
- To be able to deal with a wide range of incidents, starting from domestic violence, arson, theft, burglaries, rape, murder, narcotics, traffic accidents, small scale interethnic incidents.
- To be able to secure and participate in crime scene examination.
- To investigate and complete criminal cases and report accordingly.
- To assist the other officers in the coordinations of activities relevant to investigations and the preparation of official reports.
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents.
- To ensure the handover of sensitive /serious crimes investigation documentation to the appropriate unit when required.
- To be able to provide information on specific issues or related to the situation in the area of responsibility.
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To keep contact/cooperate with the other international agencies present in their AOR.
- To perform other duties in support of the other officers, as assigned or required.

Job Requirements

- Graduate from a recognized police school and relevant experience in police service.
- A minimum of 5 years of professional experience related to the post.
- Substantial and relevant professional experience within the field of s Investigations and/or criminal investigation skills.
- Ability to make sensible and timely decisions related to own duties, possess good IT literacy skills.
- Desirable knowledge in information/intelligence gathering.
- To be in possession of EU security clearance

Police Component

Reinforcement Task Force

Title: **Gate Commander (Gates 1 / 31) – EK 0607**

Positions: **2**

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

He/She reports to the Reinforcement Task Force Commander

Job Description

- To act as a Gate Commander with executive powers

- To command a Gate (Border Crossing Point) manned by at least 36 international police officers performing border controls in accordance with the applicable law
- To be able to take operational decisions when facing a wide range of incidents
- To schedule shifts, analyse information collected and report through the chain of command.
- To deliver official reports on events and to be able to provide information on specific issues or related to the situation in the area of responsibility.
- To manage general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines.
- To keep contact/cooperate with the other international agencies present in his/her AOR.
- To be very flexible concerning working hours
- To perform other duties as assigned or required by the chain of command.

Job Requirements

- Experienced Border Police officer
- A minimum rank of Captain/Chief Inspector or equivalent
- A minimum of 10 years of border police experience with a minimum of 5 years of adequate managerial experience as a leader of border police detachments/units
- Experience in international law enforcement operations in the area of Border policing desirable
- To be in possession of EU security clearance

Police Component

Reinforcement Task Force

Title: **Deputy Gate Commander (Gates 1 / 31) – EK 0608**

Positions: **2**

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

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

Job Description

- To act as a Deputy Gate Commander with executive powers
- To assist the Gate Commander
- To act as Gate Commander during his absence
- To perform any other duties as assigned

Job Requirements

- Experienced Border Police officer
- A minimum rank of Lieutenant/Inspector or equivalent
- A minimum of 5 years of border police experience with a minimum of 2 years adequate managerial experience as a leader of border police detachments/units
- Experience in international law enforcement operations in the area of Border policing desirable
- To be in possession of EU security clearance

Police Component
Reinforcement Task Force

Title: **Shift Leader (Gates 1 / 31) – EK 0609**

Positions: 6

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

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

Job Description

- To act as a Shift Leader with executive powers on a 24/7 basis being the direct supervisor of at least 10 international border police officers
- To assist the Gate Commander or his Deputy
- To be able to take operational decisions when facing a wide range of incidents
- To schedule shifts
- To analyse information collected and report through the chain of command.
- To deliver official reports on events and to be able to provide information on specific issues or related to the situation in the area of responsibility.
- To keep cooperation with the other international agencies present in his/her AOR
- To perform any other duties as assigned

Job Requirements

- Experienced Border Police officer
- A minimum rank of Sergeant or equivalent
- A minimum of 3 years of border police experience with a minimum of 1 year adequate managerial experience as a leader of parts of border police detachments/units
- Experience in international law enforcement operations in the area of Border policing desirable
- To be in possession of EU security clearance

Police Component
Reinforcement Task Force

Title: **Deputy Shift Leader (Gates 1 / 31) – EK 0610**

Positions: 6

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

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

Job Description

- To act as a Deputy Shift Leader with executive powers on a 24/7 basis

- To assist the Shift leader
- To act as a Shift leader during his absence
- To act as a Border Police Officer if tasked to do so
- To perform any other duties as assigned

Job Requirements

- Experienced Border Police officer
- A minimum rank of Sergeant or equivalent
- A minimum of 3 years of border police experience with a minimum of 1 year adequate managerial experience as a leader of parts of border police detachments/units
- Experience in international law enforcement operations in the area of Border policing desirable
- To be in possession of EU security clearance

Police Component

Reinforcement Task Force

Title: **Border Police Officer (Gates 1/31) – EK 0611**

Positions: **58**

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

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

Job Description

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

Job Requirements

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

Customs Component

Reinforcement Task Force

Title: **Customs Officer Coordinator – EK 0612**

Positions: **1**

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

He/She reports to the Head of Customs Component through its Deputy.

Job Description

- To coordinate the EULEX Customs Officers and to act as the link between the Customs Officers and Head of Customs as directed by him / her;
- To act as a liaison officer between the Customs Component and their police counterparts within the EULEX Mission regarding control at the border and boundary crossing points;
- To keep the Head of Customs informed on a daily basis of all significant developments or other aspects that might affect the operational capabilities of the Component;
- To liaise with other Law Enforcement Agencies, KFOR and other identified Organisations that can provide useful information for the Head of Customs;
- To undertake any other tasks required by the Head of Customs.

Job Requirements

- At least five years of experience in customs preferably in customs control at a land border
- Ability to monitor and advise
- Fully capable of carrying out customs duties applying risk assessment
- Experience in Western Balkan region is an asset
- International experience, particularly in crisis areas with multi-national and international organisations is desirable
- EU Civilian Crisis Management Course or ESDP mission experience is an asset
- Knowledge of local languages is an advantage
- Qualified and authorised to carry personal weapons or be prepared to be trained in their use.
- To be in possession of EU security clearance

Customs Component

Reinforcement Task Force

Title: **Customs Senior Officers and Customs officers – EK 0613 & EK 0614 respectively**

Positions: **12** (Senior officers) plus **20** (regular officers)

Category: **III**

Level: **2 and 3 respectively**

He/she reports to the Customs Officer Coordinator

Job Description

- To execute customs control at the border and boundary crossing points (import, export and transit control) on a 24/7 basis.

- To maintain customs control operations capable of facilitating the flow of trade while ensuring collection of revenues
- To undertake basic anti smuggling controls on vehicles and persons.

Job Requirements

- At least five (Senior Officer) or three (Officer) years of experience in customs
- Fully capable of carrying out customs duties applying risk assessment
- Experience in Western Balkan region is an asset
- International experience, particularly in crisis areas with multi-national and international organisations is desirable
- EU Civilian Crisis Management Course or ESDP mission experience is an asset
- Knowledge of local languages is an advantage
- Qualified and authorised to carry personal weapons or be prepared to be trained in their use.
- To be in possession of EU security clearance

Administration

Reinforcement Task Force

Title: **Administration Co-ordinator – EK 0615**

Positions: **1**

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

He/she reports to the Chief of Technical Services.

Job Description

- To be responsible for the management and co-ordination of support and technical services related issues for the area of responsibility, under the technical instructions and guidance from the respective line Managers in the main Headquarters.
- To lead the administration staff in the area of responsibility acting as a co-ordinator and focal point.
- To act as a focal point in the area of responsibility for organizing training programmes, conduct needs assessments, specify resource requirements and coordinate performance management regime.
- To be responsible for the financial management of the area of responsibility in consultation with the Head of Office in HQ.
- To be responsible for payments and disbursements with petty cash.
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting documents.
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services

Job Requirements

- University Degree in Social Sciences, Human Resources, Economics, Business Administration or equivalent academic or professional training.
- To have a minimum of 5 years of management experience, with broad professional experience of 10 years, in administrative and operational aspects of human resources and finance.
- Excellent analytical, research and problem-solving skills.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- To be in possession of security clearance at the level of EU Secret

Administration

Reinforcement Task Force

Title: **Human Resources/Personnel Officer – EK 0616**

Positions: **2**

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

He/she reports to the Administration Co-ordinator

Job Description

- To support Human Resources/Personnel based in HQ in preparing and managing deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments and termination/ends of mission.
- To keep the record of attendance records and duty rosters, pension funds, and all relevant personnel related issues.
- To submit vacancies and new job descriptions and process applications
- To maintain rosters and databases as appropriate.
- To implement the existing personnel administration rules for EULEX in the area of responsibility.
- To conduct job analyses for all posts within the area of responsibility in consultation with line managers and propose changes in the job descriptions accordingly.

Job Requirements

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

Title: **General Supplies & Services Officer – EK 0617**

Positions: **4**

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

He/she reports to the Administration Co-ordinator

Job Description

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

Job Requirements

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

Administration

Reinforcement Task Force

Title: **Transportation / Fuel Supply Officer – EK 0618**

Positions: 2

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

He/she reports to the Administration Co-ordinator.

Job Description

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

Job Requirements

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

Administration

Reinforcement Task Force

Title: **Communications & Information Systems Officer – EK 0619**

Positions: 2

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

He/she reports to the Administration Co-ordinator

Job Description

- To assist in the design and implementation, management and maintenance of CIS projects and applicable policies, technical reports, operating instructions, guidelines and procedures in the field.
- To maintain and troubleshoot CIS equipment, servers, telephone, radio, network and software applications with respect to installation, systems support and security.
- To provide technical support to Mission Members with regards to CIS equipment.
- To ensure the proper functioning of all CIS equipment in his/her area of responsibility.
- To assist in the selection and evaluation of cost-effective solutions for CIS hardware and software according to the Mission's requirements.
- To maintain an adequate number of CIS equipment and spares.
- To organise repair and replacement of CIS equipment 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 Mission Members with regards to the Mission's standard CIS hard- and software, while at the same time keeping up to date with new technologies and standards.
- To maintain/troubleshoot local/wide area networks, telephone systems and radio communications and to assist in providing network, email, internet use, security and backup of Mission data.
- To perform any other duties related to his/her assignment.

Job Requirements

- Diploma or Technical Specialization in IT, Communications or equivalent combination of education, training and practical experience.
- A minimum of 5 years of experience in information and communication technology support and implementation of CIS systems.
- Knowledge of Microsoft Operating Systems technologies, Cisco network devices and IOS. Relevant certifications are an asset.
- Ability to effectively provide technical guidance and support to Mission Members
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.
- Punctuality; ability to perform under stress; willingness to work flexible working hours.
- Ability to prioritize and manage a high workload exceptionally.
- Good interpersonal and communication skills, both written and oral.
- To be in possession of security clearance at the level of EU Secret

Administration

Reinforcement Task Force

Title: **Medical Doctor (Anaesthetist and General Practitioner) – EK 0620**

Positions: 1

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

He/She reports to the EULEX Medical Director.

Job Description

- To perform basic medical examinations and routine check-ups of EULEX staff/mission members,
- To establish diagnoses and decide on the method of treatment (preventive or curative) of patients.
- To discuss complex cases with the Medical Director; and assists the supervisor in collecting information to substantiate/justify medical evacuations.
- To co-operate closely with medical staff of other international organizations working in the area of responsibility to exchange information
- To explore options for joint procurement and warehousing of medical instruments and supplies
- To assist the supervisor in research and surveys if additional information on identified medical topics is required.
- To undertake day-to-day clinical duties, e.g. out-patient clinic, perform duties in line with his/hers specialty respond to emergency calls, immunization, etc;
- To refer staff to outside specialists as necessary and follows-up with such cases.
- To be on call during week-ends and out side working hours.
- To ensure safety of the patients in performance of duty.
- To communicate with patients and update the Medical Director/ International doctors in the EULEX Clinic in Pristina.
- To maintain patient's records with the upmost confidentiality.
- To accord patients fair and equal treatment regardless of ethnic background
- To participate in addressing work environment and occupational health issues;
- To actively contribute in planning and organizing preventive and promotive medical fairs.
- To provide hands on training to the local EULEX doctors in his area of expertise.
- To keep detailed statistics and report updates to the Medical Director
- Perform other related duties as required.

Job requirements

- University degree in medicine with Specialized Anaesthetist / General Practitioner qualifications essential
- Advanced Emergency Medical Skills recognized in the European Union essential.
- Hand on experience in Ultrasound techniques.
- At least 5 years of progressive clinical experience in the field of Anaesthesiology / General Practitioner.
- Excellent spoken and written command of the English language essential. Proficiency in Albanian would be an asset.
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access).
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Punctuality; commitment to quality, ability to perform under stress; attention to detail; solid work ethics; willingness to work flexible working hours.
- Ability to prioritize and manage a high workload exceptionally.
- Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity.
- Absolute discretion and trustworthiness.
- To be in possession of security clearance at the level of EU Confidential

Title: **Medical Doctor (General Surgeon/ Emergency Surgery) – EK 0621**

Positions: 1

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

He/She reports to the EULEX Medical Director.

Job Description

- To perform basic medical examinations and routine check-ups of EULEX staff/mission members,
- To establish diagnoses and decides on the method of treatment (preventive or curative) of patients;
- To discuss complex cases with the Medical Director; and assist the supervisor in collecting information to substantiate/justify medical evacuations.
- To co-operate closely with medical staff of other international organizations working in the area of responsibility to exchange information
- To explore options for joint procurement and warehousing of medical instruments and supplies
- To assist the supervisor in research and surveys if additional information on identified medical topics is required.
- To undertake day-to-day clinical duties, e.g. out-patient clinic, perform duties in line with his/hers specialty, respond to emergency calls, immunization, etc;
- To refer staff to outside specialists as necessary;
- To follow up with outside specialists;
- To be on call during week-ends and out side working hours.
- To ensure safety of the patients in performance of duty.
- To communicate with patients and updates the Medical Director/ International doctor
- To maintains patient's records with the utmost confidentiality.
- To accord patients fair and equal treatment regardless of ethnic background
- To participate in addressing work environment and occupational health issues;
- To actively contribute in planning and organizing preventive and promotive medical fairs.
- To keep clinic detailed statistics and report updates to the Medical Director in the EULEX Clinic in Pristina
- Perform other related duties as required.

Job requirements

- University degree in medicine. Specialized as General Surgeon/ Emergency Surgeon with GP experience. Specialty recognized in the European Union essential.
- Knowledge and hands on experience as General Surgeon/ Emergency Surgery and GP experience
- Hand on experience in Ultrasound techniques.

- At least 5 years of progressive clinical experience in the field of General Surgery/ Emergency Surgery and GP experience preferred.
- Excellent spoken and written command of the English language essential. Proficiency in Albanian would be an asset.
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access).
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Punctuality; commitment to quality, ability to perform under stress; attention to detail; solid work ethics; willingness to work flexible working hours.
- Ability to prioritize and manage a high workload exceptionally.
- Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity.
- Absolute discretion and trustworthiness.
- To be in possession of security clearance at the level of EU Confidential