

<b>Position:</b> Chief of Correctional Unit / Advisor to the Head of Kosovo Correctional Services (KCS)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 40085 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Monitoring Pillar/ Correctional Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit 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 Head of Monitoring Pillar;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant line of operation;
- To ensure, at operational level, co-ordination with other relevant Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Head of Monitoring Pillar.

### 3. Mission Specific Tasks and Responsibilities:

- To direct and supervise all activities of the EULEX KOSOVO Correctional Unit;
- To monitor developments within the Kosovo penitentiary system;
- To advise senior management of the Kosovo Correctional Service (KCS) on strategic issues;
- To organise systematisation and distribution of the information to be collected by the staff of the Correctional Unit on the Kosovo penitentiary system;
- To inform and advise the Head of Monitoring Pillar on penitentiary issues.

### 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 Law, Criminology or other related university studies OR equivalent and attested Correctional service education; 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 a management level;
- A minimum of 3 years of experience in a leading position in the penitentiary field as a prison director, director in prison administration or comparable background.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate staff;
- Ability to mentor and motivate local counterparts;
- Ability to manage and coordinate a diversified team.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in penitentiary systems in transitional or post-conflict situations.

**7. Desirable Knowledge, Skills and Abilities:**

- Ability to perform under stress and in difficult circumstances;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.