Position: Deputy Head of Operations Pillar

Employment Regime: Seconded

Ref. Number: EK 40041
Confirmed Vacancies: 1
Pending Vacancies: 0

Location: Western Balkans Region (Kosovo)

Availability: 15-Jun-20

Pillar/Department/Unit: Operations Pillar

Security Clearance Level: EU SECRET or equivalent

Open to Contributing Third States: No

1. Reporting Line:
The Deputy Head of Operations Pillar reports to the Head of Operations Pillar.

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

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

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

5. Essential Knowledge, Skills and Abilities:
- Sound knowledge of criminal investigations and special police operations.

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

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