

# United Nations

*Job Description for Position requiring official secondment  
from national governments of Member States of the United Nations Organization  
Appointments are limited to service on posts financed by  
the support account of peacekeeping operations*

<b>Post title and level</b>	<b>Interpol Liaison Officer, seconded (non-contracted)</b>
<b>Organizational Unit</b>	<b>United Nations Interim Administration Mission in Kosovo</b>
<b>Duty Station</b>	<b>Pristina</b>
<b>Reporting to</b>	<b>Senior Police Adviser</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>07 May 2021</b>
<b>Post available</b>	

**United Nations Core Values: Integrity, Professionalism and Respect for Diversity**

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UNMIK Police has substantive responsibilities in the area of Rule of Law and international police cooperation regarding crime-related information exchange, facilitation of communication between Kosovo Police and non-recognizing States, monitoring and reporting on crime and security related matters and producing relevant assessments. According to the Memorandum of Understanding between the International Criminal Police Organization – Interpol and UNMIK, signed on 20 December 2002, the UNMIK Interpol Liaison office has the same rights as a National Central Bureau (NCB) and performs international police cooperation duties at the territory of Kosovo in the field of crime prevention, criminal justice, including the exchange of police information, the publication and circulation of Interpol notices, organization of the search for internationally wanted criminals, as well as providing access to the Interpol telecommunications network and databases.

## **RESPONSIBILITIES:**

Under the general supervision of Senior Police Adviser or his/her delegate, the Interpol Liaison Officer will be responsible for, but not limited to, the performances of the following duties:

- Under the direction of the Senior Police Adviser, liaise and support the activities of Kosovo Police on all operational matters pertaining to international police cooperation under INTERPOL Rules and Regulations;
- Cooperate and liaise between Interpol General Secretariat, National Central Bureaus of Interpol, UNMIK, Kosovo Police and other law enforcement authorities regarding facilitation of information exchange and operational cooperation;
- Handle incoming and outgoing requests for information from other NCB's and local authorities;
- Liaise with local authorities and other Interpol NCBs in matters pertaining to extradition of fugitives to and from Kosovo;
- Circulate Diffusions and Notices, perform Data Queries to various INTERPOL Databases and

populate databases with data entries, when relevant.

- Facilitate liaison and coordination between local and international police authorities in Kosovo and police authorities from recognising and non-recognising countries;
- Monitor and compile statistics pertaining to requests for information exchange on transnational cross-border crimes committed by habitual residents of Kosovo abroad;
- Draft high-quality official correspondence, code cables and memos for various target audience (SPA, senior leadership of the Mission, UNHQ)
- Participate in planning, budgeting and implementation of Programmatic Activities (projects) and liaising with internal and external partners and beneficiaries regarding mentioned activities and reporting on activities and progress achieved whenever needed;
- If necessary, act as UNPOL Gender Focal point dealing with activities set forth by UN Police Division based on Gender Mainstreaming Policy and to liaise with international and national stakeholders;
- Perform other duties as may be required by the Senior Police Adviser or his/her delegate.

## **COMPETENCIES:**

**Professionalism:** Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the post, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Demonstrates ability to draft/edit a variety of written reports.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Displays ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

## **QUALIFICATIONS:**

**Education:**

- Graduation from a certified Police Academy/College and/or University degree (Bachelor's degree or equivalent) in related field (Criminology, Public Administration, Social or Police Science) and a relevant combination of professional training and experience is required.

**Work Experience:**

- A minimum of seven (7) years of relevant and progressive experience in the field of policing (international police cooperation, management, planning, institutional and capacity building within police, criminal investigation, forensics, operations, combating organized crime etc.) is required;
- Recent active working experience in Interpol NCB on matters related to issuance of Notices and Diffusions, search for fugitives and stolen/misappropriated objects and INTERPOL databases. Wide-ranging working experience in criminal investigation entities in national law enforcement environment and on the field of international police cooperation may be considered in lieu of recent Interpol NCB experience;
- Experience in international policing, law enforcement issues, international police liaison activities and/or reporting is distinct advantage;
- Excellent knowledge of MS Office and excellent drafting skills, fluency in both oral and written English is required;
- Previous experience in planning, preparation and implementation of projects is an advantage;

**Requirements:**

- Excellent physical and mental condition (fulfilling all UN medical requirements);
- Relevant experience of working in a multicultural environment and/or in peacekeeping operations (UN, NATO or EU) is desirable;
- Good knowledge of UN and UNPOL guidance policies;
- Good knowledge of the conditions prevailing in the country of assignment.

**Rank:**

- Police Major, Superintendent or higher.

**Languages:**

- English and French are the working languages of the UN and of INTERPOL. For the post advertised, fluency in oral and written English is required.
- Knowledge of a second official INTERPOL language (French, Spanish) is an advantage.

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**Preference will be given to equally qualified women candidates.**

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