

Position: Liaison/Coordination Officer	Employment Regime: Seconded	
Ref. Number: EK 50103 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Support Pillar/ Office of the Head of Operations Support Pillar	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

The Liaison/Coordination Officer reports to the Head of Operations Support Pillar (HoOSP).

2. Main Tasks and Responsibilities:

- To support the HoOSP in implementing the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate reporting and planning tasks and correspondence in the Operations Support Pillar including a quality control;
- To provide accurate and timely written reports as requested and planning as well as processing and performing quality control of incoming reports;
- To support the HoOSP in ensuring, at an operational level, coordination with all actors, both internally, locally, national and international;
- To liaise with other stakeholders internally and externally as requested by HoOSP;
- To prepare, chair and take part in briefings about trainings with other units/departments/components/organisations;
- To conduct both long term and urgent planning of all FPU trainings and police operation activities.
- To identify and solve training problems under the guidelines of the HoOSP;
- To collect and prepare training programmes under the supervision of the HoOSP.
- To set priorities appropriately by adopting a systematic and methodical approach to information collection planning, using resources effectively and efficiently;
- To collect, disseminate and file information as required.

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 Operations Support Pillar.

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 field of Law Enforcement, Police Science or other related fields OR equivalent and attested police or/and military education; AND
- A minimum of 5 years of relevant professional police experience in the field of police training and planning of police operations, after having fulfilled the education requirements;
- Previous experience related to specialised units daily tasks and special operations;
- Authorised to carry and issued a personal weapon.

5. Essential Knowledge, Skills and Abilities:

- Good interpersonal and communication skills.

6. Desirable Qualifications and Experience:

- Experienced in duration and preparing of police training/exercises/rehearsals;
- Previous experiences in the information gathering working area;
- Experience in using methodologies and different sources for research, including open sources;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Driving license of Category C.