

<b>Position:</b> Liaison/Coordination Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50103 Confirmed Vacancies: 2 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Operations Support Pillar/ Office of the Head of Operations Support Pillar	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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 facilitate timely and accurate planning, reporting, information and correspondence flow of the Operations Support Pillar;
- To support the HoOSP in ensuring, at an operational level, coordination with all actors, internally, externally, local and international;
- To prepare, chair and take part in briefings about training activities with other units/departments/ components/organisations;
- To conduct planning of all FPU training and police operation activities;
- To manage the training portfolio of the Operations Support Pillar;
- To collect, disseminate and file information as required.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested 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 field **OR** equivalent and attested police or/and military education or an award of an equivalent rank; **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;

- Authorised to carry and issued a personal weapon.

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

- Good understanding and knowledge of specialised units' daily tasks and special operations;
- Good interpersonal and communication skills.

**6. Desirable Qualifications and Experience:**

- Experienced in developing and preparing police training/exercises/rehearsals;
- Previous experiences in the information gathering;
- 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.