

Position: Chief of Correctional Unit / Advisor to the Head of Kosovo Correctional Services (KCS)	Employment Regime: Seconded	
Ref. Number: EK 50205 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 17/06/2023
Pillar/Department/Unit: Monitoring Pillar, Correctional Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: 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, manage and coordinate 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 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.
- 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 operational Units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit 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, manage and report the risks arising from specific processes/systems/projects implemented.

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 Monitoring Pillar.

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 6 years of relevant professional experience, out of which a minimum of 2 years at a management level in the penitentiary field as a prison director, director in prison administration or comparable background, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to manage, mentor and coordinate a professionally diversified and multicultural 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.