

Position: Deputy Head of Operations Support Pillar	Employment Regime: Seconded	
Ref. Number: EK 50101 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: 16/06/2023
Pillar/Department/Unit: Operations Support Pillar	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Operations Support Pillar reports to the Head of Operations Support Pillar.

2. Main Tasks and Responsibilities:

- To support the Head of the Operation Support Pillar (HoOSP) in the implementation of Mission operational components and activities, units and teams, ensuring tasks are carried out in accordance with the Mission mandate and Operational Plan (OPLAN)
- To deputise in absence of the HoOSP;
- To act as first line manager for Liaison and Coordination Officers of the Office;
- To contribute to the development of the Pillar's overarching policy and the Pillar's implementation strategy;
- To ensure Mission management are regularly updated on the Pillar's operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the OPS operational elements are updated regularly on the political and security situation in the Mission area, based on inputs from the Senior Political Advisor and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisors to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Pillar's operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close coordination with local counterparts and other relevant stakeholders;
- To ensure, at operational level, coordination with the Head of Monitoring Pillar;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To support, as necessary, the HoOSP in liaising with KFOR, Kosovo Police and other law enforcement agencies as to the coordination of EULEX Kosovo activities in the area of policing.
- To cooperate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To advise and support the Deputy Head of Mission, in continuous consultation with the HoOSP, on management matters related to policing and other OSP areas of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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 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 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 coordination/management level;

5. Essential Knowledge, Skills and Abilities:

- Sound knowledge of criminal investigations and special police operations;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Understanding of peace stabilisation mechanisms and conflict prevention.

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:

- Senior Law Enforcement Officer.
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Professional qualification and/or certificate in management/leadership; Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.