

<b>Position:</b> Head of Monitoring Pillar	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> EK 50200 Confirmed Vacancies: 0 Pending Vacancies: 1	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> 01/09/2023
<b>Pillar/Department/Unit:</b> Monitoring Pillar	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Monitoring Pillar reports to the Deputy Head of Mission.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Monitoring Pillar (MP) ensuring tasks are carried out in accordance with the Mission mandate and Operations Plan (OPLAN);
- To ensure and monitor the implementation of the MP units' activities in line with the Mission's mandate and as set out in relevant planning documents;
- To direct the regular update and necessary changes of the MP's activity planning;
- To ensure coherence and consistency of the MP's activities in pursuit of the Mission mandate, including overseeing the development and periodical review of the Pillar's working policies;
- To coordinate the units' contributions to the Mission's internal and external reporting against pre-set benchmarks;
- To identify, manage and report the potential risks arising from the specific MP's activities;
- To promote effective and efficient delivery of monitoring tasks in support of the Kosovo Correctional Service and the judicial authorities in the follow-up of civil and criminal cases and trials and that advice is provided to the respective institutions as part of the Mission's robust monitoring;
- To ensure the Case Monitoring Unit focus on cases prone to political interference, those of a sensitive inter-ethnic nature or with human rights concerns that EULEX KOSOVO has handed over or that have in any other way been identified as important for the Kosovo system or to ensure the legacy of EULEX KOSOVO;
- To ensure that staff involved in trial monitoring have no conflict of interest that could compromise monitoring;
- To work in close cooperation with the Operations Support Pillar.
- 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 Deputy Head of Mission.

#### **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: Political Science, International Relations, Law, Social Sciences, Business 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, out of which a minimum of 5 year at coordination/management level, after having fulfilled the education requirements.

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

- 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;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Understanding of peace stabilisation mechanism and conflict prevention.

#### **6. Desirable Qualifications and Experience:**

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.