

United Nations

*Job Description for Position requiring official secondment
from national governments of Member States of the United Nations Organization
Appointments are limited to service on posts financed by
the support account of peacekeeping operations*

Post title and level	Operations Liaison Officer, seconded (non-contracted) – 2 vacancies
Organizational Unit	United Nations Interim Administration Mission in Kosovo
Duty Station	Pristina/Mitrovica
Reporting to	Senior Police Adviser, UNMIK through the established chain of command
Duration	12 Month (extendible)
Deadline for applications	30 April 2025
Post available	1) May 2025 2) December 2025

United Nations Core Values: Integrity, Professionalism and Respect for Diversity

UNMIK Police has substantive responsibilities in the area of Rule of Law and international police cooperation regarding crime-related information exchange, facilitation of communication between Kosovo Police and non-recognizing States, monitoring and reporting on crime and security related matters and producing relevant assessments.

RESPONSIBILITIES:

Under the general supervision of Senior Police Adviser or his/her delegate, the Operations Liaison Officer will be responsible for, but not limited to, the performances of the following duties:

- Under the direction of the Senior Police Adviser, liaise and support the activities of Kosovo Police on all operational matters;
- Liaise, support and facilitate the activities of the relevant international actors such as KFOR, EULEX, OSCE and representatives of Embassies on all matters related to the Rule of Law area;
- Collect information regarding activities of Police and other Law Enforcement authorities in Kosovo to identify possible security gaps, especially in the area of serious and organized crime as per mission mandate and guidelines set by UN Police Division and to provide the Senior Police Adviser and mission leadership with the corresponding advice and proposals on policing matters;
- If necessary, act as UNPOL Gender Focal point dealing with activities set forth by UN Police Division based on Gender Mainstreaming Policy and to liaise with international and national stakeholders;
- Facilitate liaison and coordination between local and international police authorities in Kosovo and police authorities from recognising and non-recognising countries;

- Monitor daily situation reports from different mission components, other local and international counterparts and provide relevant input to daily and thematic analytical reports drafted by JARU/JMAC;
- Draft high-quality official correspondence, including analytical reports, code cables and memos for various target audience (SPA, senior leadership of the Mission, UNHQ DPKO PD)
- Participate in planning, preparation and implementation of Programmatic Activities (projects) and liaising with internal and external partners and beneficiaries regarding mentioned activities and reporting on activities and progress achieved whenever needed;
- Perform other duties as may be required by the Senior Police Adviser or his/her delegate.

COMPETENCIES:

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular post, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Demonstrates ability to draft/edit a variety of written reports.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Displays ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS:

Education:

- Graduation from a certified Police Academy/College and/or University degree (Bachelor's degree or equivalent) in related field (Criminology, Public Administration, Social or Police Science) and a relevant combination of professional training and experience is required.

Work Experience:

- A minimum of five (5) years (seven [7] years in absence of university degree) of relevant and progressive responsible experience in the field of policing (training, police management, police institutional and capacity building, planning, criminal investigation, intelligence gathering, operations, combatting serious and organized crime) is required;
- Excellent drafting skills and fluency in both oral and written English is required;
- Previous working experience in gathering intelligence, drafting analytical reports or conducting criminal investigations in national law enforcement environment;
- Experience in international policing, law enforcement issues, international police liaison activities and/or reporting is distinct advantage;
- Relevant experience of working in a multicultural environment and/or in peacekeeping operations (UN, NATO and/or EU) is desirable;
- Previous experience in planning, preparation and implementation of projects is an advantage;
- Good knowledge of the conditions prevailing in the country of assignment;
- Excellent knowledge of MS Office package.

Languages:

- English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required.
- Knowledge of a second official UN language is an advantage.
- Intermediate level of Serbian language skills is mandatory.

Preference will be given to equally qualified women candidates.

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<http://www.un.org/en/peacekeeping/sites/police>