

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

<u>Job Title:</u>	END/SNE
<u>Job Location:</u>	European Union office to Kosovo, Pristina
<u>Job Number:</u>	299026
<u>Area of activity:</u>	Rule of law
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

### **Job Content**

Overall purpose:

- To support the development of Kosovo Police in the field of Strategic Civilian Security Sector (CSSR) through mentoring, monitoring and advising;
- To monitor, mentor and advise the Kosovo Police General Director and Kosovo Border Police.

under the direct supervision of the Head of Section and/or Head of OFFICE (HoO). To assist the Head of Section in co-ordinating the sub-section's activities, where required.

Functions and Duties:

*POLICY DEVELOPMENT - Contribution to policy development*

- To be the key interlocutor with the Kosovo Police Director General;
- To monitor, mentor and advise in the field of developing policies for Kosovo Police;
- To support the development of Kosovo Police on in the field of CSSR;
- To assist in the further development and enhanced implementation of effective risk analysis, selectivity, profiling and targeting systems, at all border crossing points;
- To guide and assist in developing border agencies liaison with border control counterparts in other neighbouring border/boundary agencies services in relation to Integrated Border Management;
- To undertake any other related tasks as requested by the Head of Section.

*INTERNAL COMMUNICATION (general) - Reporting to Headquarters*

- To identify best practice and lessons learned within the field of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.

*INSTITUTION REPRESENTATION and NEGOTIATION - Delegation's representation activities*

- To contribute in his/her field of expertise to the EU Office (EUO) mandate implementation by monitoring, mentoring and advising the Kosovo Police, including Kosovo Border Police at a strategic level;
- To liaise closely with the EU funded projects in the area of support to the Kosovo Police;
- To liaise, as appropriate, with other external stakeholders;
- To provide expert contribution to the work of the Legislative Review Mechanism with a view of helping establishing the EU-wide coordinated position on any legislative initiative by the government of interest for the EU (including by-laws).

## **Job Requirements**

- Education and Training:** 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 fields of Political Science, International Relations, Law, Social Sciences or Business Administration; OR police equivalent education or training.
- Knowledge and Experience:**
- Professional experience pertinent to the duties to be carried out of at least fifteen years;
  - Senior officer from Member State Ministry of Interior/Police;
  - Understanding of police, borders and investigations in a CSSR setting;
  - Extensive knowledge in the field of Integrated Border Management;
  - Experience of designing and delivering training;
  - International experience, particularly in crisis areas with multi-national and international organisations
  - Knowledge of EU institutions, related decision processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes

## **Skills**

- Linguistic skills:** Thorough knowledge (capacity to write and speak) in English is required. Knowledge of German and/or French is an advantage. Knowledge of the (official/working) language of the host country (or of the region) is an asset.
- Communication skills:** Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.  
Very good communication skills, both written and oral.
- Interpersonal skills:** Teamwork and coordination.  
Proven ability to mentor and motivate local counterparts.
- Intellectual skills:** Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Management skills:** Track record in change management.

## **Personal Qualities**

Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.