

END/SNE – JOB DESCRIPTION

Job Framework

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| <u>Job Title:</u> | END/SNE |
| <u>Job Location:</u> | European Union Office in Kosovo, Pristina |
| <u>Job Number:</u> | 301348 |
| <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: Under the direct supervision of the Head of Section and/or Head of Office (HoO), to monitor, mentor and advise the Kosovo Prosecutorial Council and its bodies with regard to the best fulfilment of its tasks and competencies, such as ensuring an independent, professional and impartial prosecution system, overseeing the administration of the prosecution offices and its personnel, recruitment and promotion of prosecutors, including disciplinary matters, and training of prosecutors. 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 monitor, mentor and advise the Kosovo Prosecutorial Council and its bodies;
- To provide advice in relation to the management of the prosecution offices;
- To conduct specific thematic inspections and performance assessment tasks in support of the efforts to address areas of structural weaknesses; including in the areas of potential political interference, corruption, human rights, gender and accountability;
- To monitor and analyse the political situation in Kosovo, in particular in relation to the rule of law;
- To contribute to formulation of the country specific strategy in the rule of law and related issues. Coordinate and liaise with the colleagues of the political section of the EU Office and European Union Special Representative, and with the task managers of the cooperation section managing projects in the rule of law area;
- 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 - representation activities

- To contribute in his/her field of expertise to the EU Office mandate implementation by monitoring, mentoring and advising the Kosovo Prosecutorial Council at a strategic level;
- To liaise closely with the EU funded projects in the area of support to the Kosovo Prosecutorial Council;

- 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

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| <u>Education and Training:</u> | Successful completion of a full course of university studies of at least 4 years, attested by a degree in Law or other related university studies OR having obtained educational qualification of the second cycle in Law or other related university studies under the framework of qualifications of the European Higher Education Area e.g. Master's Degree; OR having obtained educational qualification in Law or other related university studies equivalent/referenced to level 7 in the European Qualifications Framework. |
| <u>Knowledge and Experience:</u> | <ul style="list-style-type: none"> -A minimum of 10 years of relevant professional experience after having fulfilled the educational requirements; -Experience in the field of the administration of justice and/or management of prosecution offices; -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

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| <u>Linguistic skills:</u> | 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 advantage. |
| <u>Communication skills:</u> | Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Very good communication skills, both written and oral. |
| <u>Interpersonal skills:</u> | Teamwork and coordination. Proven ability to mentor and motivate local counterparts. |
| <u>Intellectual skills:</u> | Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. |
| <u>Management skills:</u> | Track record in change management. |

Personal Qualities

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