

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

<u>Job Title:</u>	END/SNE
<u>Job Location:</u>	European Union Office in Kosovo, Pristina
<u>Job Number:</u>	323803
<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 monitor, mentor and advise Court Presidents and Chief Prosecutors, judges, prosecutors, court and prosecution offices administrators and support staff on issues related to improving efficiency of the judiciary, including issues related to leadership and management, development of annual and periodic work plan, developing mechanisms to monitor work, communication and transparency, budget planning and management, performance and accountability, human resources and IT management.

#### **Function and Duties:**

*POLICY DEVELOPMENT* - Contribution to policy development

- To monitor and analyse the political situation in Kosovo, in particular in relation to the rule of law
- 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 and corruption
- To monitor, mentor and advise Court Presidents and Chief Prosecutors, judges, prosecutors, court and prosecution offices administrators and support staff and its bodies with regard to the best fulfilment of its tasks and competencies
- To provide advice in relation to the management of the prosecution offices, including on leadership and management, development of annual and periodic work plan and issues concerning the Case Management Information System
- To provide advice and recommendations on addressing backlog in Kosovo courts and prosecution offices and implementation of the same
- To undertake any other related tasks as requested by the Head of Section

#### *INTERNAL COMMUNICATION - 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
- To monitor and report regularly and in timely fashion (including early warnings on potential disputes) to Headquarters on sectoral issues, as well as in response to any specific requests
- To prepare briefings and speaking points in the sectors of concern when required
- To prepare and assist missions from Headquarters
- 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)

#### *INSTITUTION REPRESENTATION and NEGOTIATION - Representation activities*

- To monitor, mentor and advise local stakeholders at the strategic level
- To liaise closely with the EU funded projects in the area of support to the Courts and Prosecution Offices
- To liaise, as appropriate, with other external stakeholders
- To participate in and report on meetings, conferences, political hearings

### **Job Requirements**

#### **Education and Training:**

The expert should have professional experience pertinent to the duties to be carried out of at least ten years. The expert should be a senior officer from a Member State's Court of Prosecution Office or the Ministry of Justice, with international experience, particularly in areas with multi-national and international organisations. The expert should have significant experience working on issues or activities related to judiciary, including experience working with courts and prosecution offices and judges and prosecutors on issues related to court management. Experience from previous work in Kosovo and/or in the Western Balkans is an advantage.

#### **Knowledge and Experience:**

- Professional experience pertinent to the duties to be carried out of at least ten years
- Senior officer from a Member State's Court or Prosecution Office or the Ministry of Justice
- Professional experience in the field of the administration of justice and/or management of prosecution offices
- A proven track record in reducing case backlog and delay preferably in the Balkans
- Proven ability to mentor and motivate local counterparts and a proven track record in getting judges, prosecutors and support staff to embrace change, reduce backlog, and improve efficiency
- Very good interpersonal and communication skills, both written and oral, including excellent analytical skills
- Experience of designing and delivering training
- Knowledge of EU institutions, related decision processes, CFSP-CFSD, JFS, EU external action and related EU external policies (geographic and thematic) as well as knowledge of the geographic area in question and relevant regional integration processes.

Linguistic skills:

Thorough knowledge (capacity to write and speak) in English is required. Knowledge of the (official/working) language of the host country (or of the region) is an advantage.

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.