

## Job Framework

<u>Job Title:</u>	END/SNE - Policy Officer (co-financed)
<u>Job Location:</u>	European Union Office in Kosovo, Pristina
<u>Job Number:</u>	299026
<u>Area of activity:</u>	Rule of law
<u>Category:</u>	AD level
<u>Duration:</u>	2 years (extension possible up to 4 years)
<u>Currently vacant</u>	

## Job Content

**Overall purpose:** Under the direct supervision of the Head of Section and/or Head of Office (HoO), monitor, mentor and advise strategic and management levels of the Kosovo Customs (KC), the Kosovo Border Police (KPB), the Kosovo Food and Veterinary Agency, and the National Integrated Border Management (IBM) Coordinator, in meeting the requirements of the new Kosovo National IBM Strategy and Action Plan for 2019-2023. 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 relevant interlocutors on the management and development of customs and border control regimes, introducing working methods aimed at maximising the efficiency of customs and border security checks, whilst ensuring movement of persons and effective trade facilitation;
- To advise and assist strategic and management levels of the KC and KPB in improving the capability of their respective border control officers to detect all forms of border crimes,
- To advise and assist with the further development of the National Centre for Border Management (NCBM), allowing for the 'real-time' sharing of relevant information;
- To readily advise and update the Minister of Internal Affairs in the decision-making process relevant to the IBM Border Control/Risk Management perspective;
- To monitor and analyse the political situation in Kosovo, in particular in relation to the rule of law and the border system
- To 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 advise and assist with the further development of the National Centre for Border Management (NCBM), allowing for the 'real-time' sharing of relevant information;
- To identify, report and advise, in close cooperation with the Kosovo agencies involved in integrated border management, about cross-border activities as they pertain to organized crime and corruption.
- To coordinate with the team working on the Belgrade-Pristina Dialogue on any relevant IBM issues
- 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, 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 at a strategic level the institutions implementing Kosovo National IBM Strategy and Action Plan.
- To liaise closely with the EU funded projects in the area of support to the IBM and customs;
- 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:** -University diploma in law, political or social science, economy, business administration preferably in the area of police/customs or equivalent education or training.  
-A minimum of 8 years of relevant professional experience in Customs and/or Border Police matters, after having fulfilled the education requirements, out of which at least 3 years of experience at management level;

**Knowledge and Experience:** -Senior officer from Member State Ministry of Interior/Police/Customs;  
-Experience in the field of customs and/or border police;  
-Experience in the field of IBM; comprehensive knowledge of IBM strategies and operational tasks;  
-Experience of designing and delivering training;  
-International experience, preferably from crisis areas with multi-national and international organizations as principals;  
-Knowledge of the relevant EU institutions, the related decision processes, EU external action and related EU external policies (geographic and thematic); of the 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 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, monitor 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.

### **Equal opportunities**

The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service that is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Candidates with disabilities are invited to contact ([SNE-Delegations@eeas.europa.eu](mailto:SNE-Delegations@eeas.europa.eu)) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

For further information : [SNE-Delegations@eeas.europa.eu](mailto:SNE-Delegations@eeas.europa.eu)