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TEAM LEADER

Prot. 2023/4

Pristina, on 25 April 2023

NATIONAL STAFF JOB DESCRIPTIONS

Home Affairs Programme of European Union in Kosovo (HAPE)

1. National Legal Expert

The Legal Expert will work in the legal office and under the supervision of the Senior Legal Expert. He/she will assist international expert and introduce him/her to general questions related to respective legislation in Kosovo and EU Acquis. He or she will facilitate the international experts' direct advice to and mentoring of relevant Kosovo institutions and will be responsible, among other, for analysing relevant domestic legislation and EU acquis and providing written and oral legal advice on various issues of draft and existing legislation.

A: EXPERT PROFILE

Essential Skills and Experience

- Have a university degree in law;
- Excellent knowledge of legal language and Kosovo legal system;
- Have a minimum of 5 years of directly relevant professional experience;
- Proven thorough knowledge of the Kosovo criminal justice legal framework and very good knowledge of European and international instruments and standards in JHA;
- Previous experience with similar EU funded technical assistance projects serves as a distinct advantage;
- Working experience in the field of criminal law with police and/or prosecution service is a strong asset;
- Excellent oral and written communication skills in English and Albanian. Knowledge of Serbian will be an asset;
- Excellent legal analytical skills, ability to perform in-depth legal research and to apply legal principles to actual situations;
- Adequate ability to liaise and coordinate with representatives of beneficiary and national and international institutions;
- Excellent reporting and analysis capacities and result oriented;
- Adequate ability to communicate solutions to problems in different legal environments, and provide advice on day-to-day questions from the final beneficiaries;
- Familiarity with institutional capacity building processes and criminal justice reform projects;



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- Flexibility and maturity of judgement;
- Ability to work under direction and also to use own initiative;
- Ability to communicate effectively at a number of different levels and methods;
- Ability to work under pressure and to maintain deadlines;
- Irreprehensible conduct and ability to work with discretion and to guarantee absolute confidentiality;
- Proficiency in IT – extensive knowledge of practical experience of operating Windows applications, including word processing, outlook e-mail, and excel spreadsheets and PowerPoint presentations;

B: JOB DESCRIPTION

Tasks and Responsibilities

- Supports and facilitates international experts' direct advice and mentoring to relevant institutions of the Kosovo, namely MIA, Kosovo Police, and Kosovo Special Prosecution Office, etc.;
- Key person to assist and introduce international experts to general questions related with the field of criminal Justice in Kosovo;
- Supports the mission's control of the proper quality of outputs in its activities and develops the work plan related aspects of the project on a day-to-day basis;
- Performs in-depth legal researches in the field of Kosovan and international criminal law in order to clearly identify the European common standards in any matter;
- Drafts detailed reports about the Kosovan legal regulation concerning any of the topics related with the project;
- Liaises with Kosovan and international interlocutors and international agencies and organizations;
- Revises Kosovan legal texts available and constantly updates them with the forthcoming legislation;
- Maintains close co-operation with government officials, international organizations, and specialised institutions dealing with legal developments in Kosovo;
- Meets with various international and domestic organizations and institutions and represents the Mission's position. Such meetings also serve to inform other organisations of the Mission's activities and ensure appropriate coordination with other organisations as necessary;
- Supports the project of study visits, training activities, workshops and public awareness activities;
- Performs any other duties as assigned by the Team Leader and/or the line manager.

2. National Policy Adviser (Polad)

The Policy Adviser will work in the legal office and under the supervision of the Senior Legal Expert. He/she will assist international expert and introduce him/her to general questions related to respective policies in Kosovo and EU Acquis. He or she will facilitate the international experts' direct advice to and mentoring of relevant Kosovo institutions and will



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be responsible, among other, for analysing relevant domestic policies and EU acquis and providing written and oral advice on various issues of draft and existing policies.

A: EXPERT PROFILE

Essential Skills and Experience

- Have a university degree in social sciences/law/economics or 10 years of experience in the area;
- Excellent knowledge of Kosovo policy and strategic framework;
- Have a minimum of 5 years of directly relevant professional experience;
- Proven thorough knowledge of the Kosovo policy and strategic framework and very good knowledge of European JFS and international policies in JHA;
- Previous experience with similar EU funded technical assistance projects serves as a distinct advantage;
- Working experience in policy drafting and strategic priorities in the field of home affairs is a strong asset;
- Excellent oral and written communication skills in English and Albanian. Knowledge of Serbian will be an asset;
- Excellent policy analytical skills, ability to perform in-depth policy research and to harmonize strategic priorities;
- Adequate ability to liaise and coordinate with representatives of beneficiary and national and international institutions;
- Excellent reporting and analysis capacities and result oriented;
- Adequate ability to communicate solutions to problems in different policy and strategic environments, and provide advice on day-to-day questions from the final beneficiaries;
- Familiarity with institutional capacity building processes and home affairs reform projects;
- Flexibility and maturity of judgement;
- Ability to work under direction and also to use own initiative;
- Ability to communicate effectively at a number of different levels and methods;
- Ability to work under pressure and to maintain deadlines;
- Irreprehensible conduct and ability to work with discretion and to guarantee absolute confidentiality;
- Proficiency in IT – extensive knowledge of practical experience of operating Windows applications, including word processing, outlook e-mail, and excel spreadsheets and PowerPoint presentations;

B: JOB DESCRIPTION

Tasks and Responsibilities



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- Supports and facilitates international experts' direct advice and mentoring to relevant institutions of the Kosovo, namely MIA, Kosovo Police, and Kosovo Special Prosecution Office, etc.;
- Key person to assist and introduce international experts to general questions related with the field of policy and strategic framework in Kosovo;
- Supports the mission's control of the proper quality of outputs in its activities and develops the work plan related aspects of the project on a day-to-day basis;
- Performs in-depth policy researches in the field of Kosovan and international policy and strategic framework in order to clearly identify the European common standards in any matter;
- He/she will pay due attention to the relevant domestic political dynamics to keep the chain of command up to date;
- Drafts detailed reports about the Kosovan policy and strategic framework concerning any of the topics related with the project;
- Liaises with Kosovan and international interlocutors and international agencies and organizations;
- Revises Kosovan policy and strategic documents available and constantly updates them with the forthcoming policies;
- Maintains close co-operation with government officials, international organizations, and specialised institutions dealing with policy developments in Kosovo;
- Meets with various international and domestic organizations and institutions and represents the Mission's position. Such meetings also serve to inform other organisations of the Mission's activities and ensure appropriate coordination with other organisations as necessary;
- Supports the project of study visits, training activities, workshops and public awareness activities;
- Performs any other duties as assigned by the Team Leader and/or the line manager.

3. Financial Officer

The Financial Officer will be accountable for monitoring the progress of project's accounting and financial data, and the efficient management with accurate information in the areas of costs, budgets, payroll and forecasting. The Financial Officer will report to and will work under the responsibility of the Team Leader or any other person assigned by the latter.

A: PERSONNEL PROFILE

Essential Skills and Experience

- A university degree in economics, finance or a related field or 5 years of direct experience in the field;
- A minimum of five years' experience of working as an accountant/financial officer preferably in a project environment;



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- Ability to communicate effectively in English and Albanian orally and in written form. Knowledge of Serbian will be an asset;
- Strong interpersonal skills with ability to maintain good internal and external relationships and networks;
- Knowledge of EU financial and budgetary regulations is a distinctive asset;
- Flexibility and maturity of judgement;
- Strong technical and organisational skills including analytical and problem-solving skills;
- Proficiency in IT including a good working knowledge of current Financial and Microsoft Office packages and office equipment skills;
- Flexibility and willingness to work occasionally outside ordinary business hours;
- Ability to work well with others under deadline situations and respond to changes in priorities;
- Excellent written and verbal communication skills and strong organizational skills;
- Ability to work independently, take initiative, set priorities and see projects through to completion;
- Ability to understand and respect all confidential classifications (both government and trade nature) of any government or trade documents, statements or other information he/she may be given during the exercise of his/her duties.

B: JOB DESCRIPTION

Key Tasks and Responsibilities

- Manages the accounts of the project office and ensures that all project expenditure incurred is authorised and recorded in line with EU and internal project guidelines;
- Prepares the budget proposals for consideration by the Team Leader;
- Maintains the journal and prepare monthly and quarterly financial reports;
- Monitors budgetary expenditure in accordance with approved guidelines and regulations;
- Conducts analysis of financial reports and statements;
- Reports to Team Leader any anomalies in the budget or overspending;
- Reports to Team Leader on project cost-effectiveness, any opportunities for additional billings, the remaining funding available for projects;
- Ensures value for money in respect of expenditure;
- Prepares and reviews invoices, ensuring they reconcile to revenue and system reports, reviewing support documentation; obtains Team Leader's approval and sends them to the contractors in a timely fashion;
- Reviews time sheets for work related to the project and obtains Team Leader's approval;
- Compiles information for internal and external auditors, as required;
- Insures timely payment of any related project taxes;
- Processes and reviews invoices and travel and expense reports related to the project;
- Carries out all reasonable duties as required by the Team Leader.



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4. Office and Logistics Manager

The Office & Logistic Manager will be responsible for organizing and coordinating office operations, logistics and procedures in order to ensure organizational effectiveness and efficiency. The Office & Logistic Manager will report to and will work under the direct responsibility of the Team Leader.

A: PERSONNEL PROFILE

Essential Skills and Experience

- Relevant University Degree;
- 3-5 years of relevant work experience;
- Ability to communicate effectively in English and Albanian orally and in written form; Knowledge of Serbian will be an asset;
- Excellent interpersonal and team building skills with ability to maintain good internal and external relationships and networks;
- Excellent analytical and problem-solving skills;
- Flexibility and maturity of judgement;
- Ability to work under direction and also to use own initiative;
- Excellent planning and management skills;
- Ability to manage own workload and that of others and to prioritise tasks;
- Strong technical and organisational skills including analytical and problem-solving skills;
- Ability to maintain a high level of accuracy in preparing and entering information;
- Proficiency in IT including a good working knowledge of current Microsoft Office packages and office equipment skills;
- Flexibility and willingness to work occasionally outside ordinary business hours;
- Ability to understand and respect all confidential classifications (both government and trade nature) of any government or trade documents, statements or other information he/she may be given during the exercise of his/her duties;
- Knowledge of EU policies and institutions is desirable.

B: JOB DESCRIPTION

Tasks and responsibilities

- Maintains office services by organizing office operations, logistics and procedures; controlling correspondence; designing filing systems; managing databases and LAN; reviewing and approving supply requisitions; assigning and monitoring clerical functions;
- Defines procedures for record retention by ensuring protection and security of files and records and their effective transfer;
- Maintains professional and technical knowledge by liaising with other agencies, organizations and groups, attending educational workshops;
- Implements office policies by establishing standards and procedures;



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- Manages the logistical issues of the project office (e.g. payment of rent, telephone and e-mail provider, stationery, electricity, cars etc.);
- Manages and co-ordinates the recruitment and deployment process of the project international and local experts;
- Oversees the recruitment of new project staff, sometimes including training and induction;
- Co-ordinates the logistical, financial and administrative support to the international experts (including acquisition of any necessary documentation from the EUOK and respective Ministries, accommodation, interpretation etc.) and local experts;
- Manages and co-ordinates the administrative and logistical support to all project activities (including organisation of study visits, conferences, workshops etc.);
- Organises and supervises the implementation of new office systems, maintenance, layout, equipment procurement and repair work;
- Keeps management informed by reviewing and analysing special reports; summarizing information; identifying trends.
- Manages project contracts and serves as point of contact with project vendors and suppliers;
- Ensures adequate staff levels to cover for absences and peaks in workload;
- Manages the project pool of free-lance translators/interpreters;
- Monitors and records long distance phone calls and controls correspondences;
- Undertakes any other duties as required by the Team Leader.

5. Project Assistant/Interpreter

The Project Assistant/Interpreter will work under the responsibility of one international expert and will provide language and administrative support to the respective line manager.

A: PERSONNEL PROFILE

Essential Skills and Experience

- University degree in the relevant field;
- A minimum of 5 years of experience of working in similar positions in an EU project or in a multicultural environment;
- Excellent oral and written communication skills in Albanian and English; Knowledge of Serbian language will be a strong asset;
- Proven experience of interpreting at both informal and formal meetings/ workshops/ seminars/conferences or similar activities;
- Proven experience of translating documents in a timely and accurate manner, from Albanian/ Serbian to English and vice versa;
- Flexibility and maturity of judgement;
- Ability to work under direction and to use also own initiative;
- Ability to communicate effectively at a number of different levels and methods;
- Ability to work under pressure and to maintain deadlines;
- Strong administrative, organisational and planning skills;



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- Proficiency in IT – extensive knowledge of practical experience of operating Windows applications, including word processing, outlook e-mail, and excel spreadsheets and PowerPoint presentations;
- Ability to understand and respect all confidential classifications (both government and trade nature) of any government or trade documents, statements or other information he/she may be given during the exercise of his/her duties.
- Knowledge of EU policies and institutions is a desirable.
- Knowledge of Italian or French language is an asset.

B: JOB DESCRIPTION

Duties and Responsibilities

- Supports the Project Team in the execution of their responsibilities and tasks;
- Assists international Expert in setting project's goals and objectives and its implementation, including setting-up appointments, taking notes and preparing presentation materials;
- Provides language and administrative support to the line manager;
- Drafts correspondence and maintains filing systems, setting up and maintaining the component archive, including a database on all relevant stakeholders;
- Provides administrative and logistic support for meetings, conferences, and training seminars as needed;
- Provides satisfactory translation of documents/ regulations/ training materials/ briefing materials and other written material from English to Albanian/Serbian and vice versa;
- Provides interpretation at meetings/workshops/seminars/conferences from English to Albanian/Serbian and vice versa;
- Manages the project office, establishment and maintenance of appropriate archives and of source records to ensure adequate documentation of the project;
- Assists in arranging contacts, meetings, and logistical arrangements (i.e. travel / accommodation);
- Assists in communication interface with the Kosovan counterparts and national/ international stakeholders;
- Performs any other related activities which may emerge during the course of time and/or as required by the Team Leader and/or line manager;

6. IT and Logistic Specialist

The IT and Logistics Specialist will be responsible for assisting the Office and Logistic Manager in discharging his/her duties, as well as providing logistical support for the project. He/she will work under the responsibility of the Office and Logistic Manager.

A: PERSONNEL PROFILE

Essential Skills and Experience



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- Relevant University Degree or a minimum of five years' experience of working in logistics
- Proven experience of provision of logistical support to EU or other donor funded projects
- Excellent understanding of logistic operations;
- Excellent oral and written communication skills in Albanian and English. Knowledge of Serbian language will be an asset;
- Proven experience of procurement of outsourced services;
- Ability to prioritise projects and process multiple tasks as required;
- Possess strong technical and organisational skills, troubleshooting and problem resolution skills;
- Ability to give full attention to what other people are saying, listen to ideas and understand information;
- Experience in the implementation and management of IT networks and other communications systems is a strong asset;
- Ability to manage one's own time and the time of others;
- Strong organizational skills and keen attention to detail.
- Ability to effectively work under tight deadlines and manage projects independently.
- Knowledge of EU policies and institutions;

B: JOB DESCRIPTION

Duties and responsibilities

- Responsible for the implementation of logistics support for the project;
- Carries out tasks and duties as instructed by Office and logistics manager
- Responsible for designing and upgrading regularly project's official website;
- Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person;
- Plans or implements improvements to internal or external logistics systems or processes;
- Negotiates with suppliers and recommends purchase of new or improved technology, such as automated systems;
- Sets up the IT / Communications equipment and systems in the project offices;
- Advises on the most appropriate technology to meet project requirements;
- Resolves problems concerning transportation, logistics systems;
- Maintains and monitors the project network;
- Maintains the project office equipment;
- Advises the Team Leader and core project on communications requirements;
- Briefs all users on the communication system;
- Provides logistical support to project team;
- Maintains in good working conditions premises and vehicle fleet;
- Arranges / provides transport facilities to international and local staff as required;
- Arranges transport services for project team;
- Develops constructive and cooperative working relationships with others, and maintains them over time;



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- Considers the relative costs and benefits of potential actions to choose the most appropriate one;
- Undertakes any other duties as required by the Team Leader or supervisor;

7. Project Driver

The Project Driver will be responsible for providing transport and logistical assistance for the project. He/she will be working under direct supervision of the Office and Logistics Manager.

A: PERSONNEL PROFILE

Essential Skills and Experience

- Clean Driving license and drives project vehicles safely and defensively;
- Ability to follow traffic rules and regulations;
- Good knowledge/experience of driving in Pristina and elsewhere in Kosovo;
- Ability to maintain high level of confidentiality;
- Good spoken English;
- Previous experience with EU funded project is desirable.

B: JOB DESCRIPTION

Duties and responsibilities

- Acts as driver for the project, driving project staff in Pristina and elsewhere in Kosovo for meetings/workshops;
- Assists Office & Logistics Manager in maintenance of project vehicles;
- Ensures that road tax, insurance cover etc. are up to date and keep a certified copy of vehicle registration book at all times;
- Assists Office & Logistics Manager in preparing monthly driver/vehicle report about total vehicle activity including total mileage driven, expenditure amounts and fuel consumption rate etc.
- Records vehicle usage in the log book on daily basis and get log book reviewed by supervisor on regular basis;
- Cleans and maintains interior and exterior of vehicles regularly; Check and replenish fuel, oil and lubricants on daily basis;
- Communicates with supervisor regarding all trips and record all vehicle related expenses in log book and put speed-meter reading on each and every expenditure bill at the time of making expenditure or putting fuel/gas.
- Picks and delivers project items/materials as required with due care;
- Transports items/material safely; Helps in loading and unloading of items/materials.
- Makes small purchases as required by Office and Logistic Manager;
- Performs any other tasks as required by the Team Leader and direct line manager.



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