



# *Ministero della Giustizia*

DIPARTIMENTO DELL'AMMINISTRAZIONE PENITENZIARIA

DIREZIONE GENERALE DEL PERSONALE

Ufficio III - Relazioni Sindacali

Alle OO.SS. del Personale non dirigente  
del Corpo di polizia penitenziaria  
Loro Sedi

Alle OO.SS. del Personale Area Negoziale  
del Corpo di polizia penitenziaria  
Loro Sedi

Oggetto: Extraordinary Call for Contributions for the European Rule of Law Mission in  
Kosovo

Si trasmette, per opportuna informativa, la nota GDAP n. 0370197.U del 12 agosto 2026 della Direzione Generale del Personale – Divisione I – Gestione del personale del Corpo di polizia penitenziaria di questo Dipartimento, relativa alla procedura richiamata nell'oggetto.

Si porgono distinti saluti.

Per il Direttore a.p.c.  
Dott.ssa Ida Del Grosso  
Il Dirigente di Polizia Penitenziaria  
Dr. Andrea Zema





# *Ministero della Giustizia*

Dipartimento dell'Amministrazione Penitenziaria  
Direzione Generale del Personale  
Divisione I – Gestione del personale del Corpo di polizia penitenziaria

DIPARTIMENTO PER LA GIUSTIZIA MINORILE E  
DI COMUNITÀ  
ROMA

DIREZIONI GENERALI  
SEDE

UFFICIO DEL CAPO DEL DIPARTIMENTO  
UFFICIO I – SEGRETERIA GENERALE E DEL  
COORDINAMENTO INTERISTITUZIONALE  
SEDE

PROVVEDITORATI REGIONALI  
LORO SEDI

CENTRI PER LA GIUSTIZIA MINORILE  
LORO SEDI

UFFICI INTERDISTRETTUALI DI ESECUZIONE  
PENALE ESTERNA  
LORO SEDI

DIREZIONI DEGLI ISTITUTI PENITENZIARI  
(PER IL TRAMITE DEI COMPETENTI  
PROVVEDITORATI REGIONALI)  
LORO SEDI

DIREZIONI DEGLI ISTITUTI PENALI PER  
MINORENNI  
LORO SEDI

DIREZIONI DELLE SCUOLE DI FORMAZIONE  
E DEGLI  
ISTITUTI DI ISTRUZIONE  
LORO SEDI

E, P.C.

MINISTERO DELL'INTERNO  
DIPARTIMENTO DELLA PUBBLICA SICUREZZA  
UFFICIO PER IL COORDINAMENTO E LA PIANIFICAZIONE DELLE  
FORZE DI POLIZIA  
SERVIZIO RELAZIONI INTERNAZIONALI  
[Relazioni.internazionali@interno.it](mailto:Relazioni.internazionali@interno.it)  
[Dipps020.0600@pecps.interno.it](mailto:Dipps020.0600@pecps.interno.it)

UFFICIO III - RELAZIONI SINDACALI  
SEDE

*Sezione I - Segreteria, Affari generali, trattamento giuridico e informatica*



# *Ministero della Giustizia*

Dipartimento dell'Amministrazione Penitenziaria

Direzione Generale del Personale

**Divisione I – Gestione del personale del Corpo di polizia penitenziaria**

OGGETTO: Extraordinary Call for Contributions for the European Rule of Law Mission in Kosovo  
(EULEX Kosovo)

Si rende noto a tutto il personale appartenente alla carriera dei funzionari, che il Ministero dell'Interno - Dipartimento di Pubblica Sicurezza – Ufficio per il Coordinamento e la Pianificazione delle Forze di Polizia – Servizio Relazioni Internazionali, ha fatto pervenire gli allegati bandi, relativi alla missione indicata in oggetto.

Le eventuali candidature dovranno essere presentate (con la procedura esclusivamente on-line) entro il 14 agosto 2026 al link indicato nel bando.

Le manifestazioni di disponibilità saranno, altresì, contestualmente trasmesse, per opportuna conoscenza, alla sede di appartenenza per il successivo inoltro al Provveditorato Regionale competente, il quale curerà l'inoltro delle stesse a questa Direzione Generale.

Tutti gli organi cui la presente è indirizzata sono pregati di darne la massima e sollecita diffusione ai destinatari, anche se assenti a qualsiasi titolo.

Si ringrazia per la collaborazione e si porgono cordiali saluti.

Per il Direttore Generale a.p.c.

Dr.ssa Rita Russo

Il Direttore Generale

Dr. Antonio Fullone

Ministero dell'Interno



SIZ I  
6/8/26

INVIATO \_\_\_\_\_

Dipartimento della Pubblica Sicurezza

UFFICIO COORDINAMENTO E PIANIFICAZIONE DELLE FORZE DI POLIZIA

Prot.: 0035289 del 06/08/2026 Uscita Cod. Amm. m\_it

AOO: RMAUCP

Data: 06/08/2026 12:08:59

*Ministero dell'Interno*

DIPARTIMENTO DELLA PUBBLICA SICUREZZA

UFFICIO PER IL COORDINAMENTO E LA PIANIFICAZIONE DELLE FORZE DI POLIZIA

SERVIZIO RELAZIONI INTERNAZIONALI

N. \_\_\_558/B/DIV2

Roma, data del protocollo

OGGETTO: Extraordinary Call for Contributions for the European Union Rule of Law Mission in Kosovo (EULEX Kosovo).

AL COMANDO GENERALE DELL'ARMA DEI CARABINIERI  
([crm41446@pec.carabinieri.it](mailto:crm41446@pec.carabinieri.it))

ROMA

AL COMANDO GENERALE DELLA GUARDIA DI FINANZA  
([rm0010430p@pecgdf.it](mailto:rm0010430p@pecgdf.it)) ([rm0010345p@pecgdf.it](mailto:rm0010345p@pecgdf.it))

ROMA

AL DIPARTIMENTO DELL'AMMINISTRAZIONE PENITENZIARIA

ROMA

ALLA SEGRETERIA DEL CAPO DELLA POLIZIA  
- Relazioni Internazionali

ROMA

ALLA DIREZIONE CENTRALE PER GLI AFFARI GENERALI  
E LE POLITICHE DEL PERSONALE DELLA POLIZIA DI STATO

ROMA

e, per conoscenza:

ALLA SEGRETERIA DEL DIPARTIMENTO

Visto  
DGP per esente al seguito  
Roma 8/8/26

ROMA

ALLA SEGRETERIA DEL VICE DIRETTORE GENERALE  
PREPOSTO ALL'ATTIVITA' DI COORDINAMENTO E  
PIANIFICAZIONE DELLE FORZE DI POLIZIA

Il Capo del Dipartimento  
Stefano Carmine De Michele

ROMA

Il Ministero degli Affari Esteri e della Cooperazione Internazionale ha fatto pervenire a questo Ufficio gli allegati bandi, relativi alla missione in oggetto indicata, per la posizione rispettivamente di:

- Deputy Head of Mission;
- Head of Human Resources Section.

La scadenza per la presentazione delle candidature (con la procedura esclusivamente *on - line*) è fissata per il giorno **14 agosto 2026**.

Tornerà gradito ricevere informazioni in merito ad eventuali candidature

IL DIRETTORE DEL SERVIZIO  
Della Gala



m\_dg.GDAP.10/08/2026.0030337.ID

## EUROPEAN EXTERNAL ACTION SERVICE

Annex 1

|                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |                  |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------|----------------------|
| <p align="center"><b>European Union Rule of Law Mission in Kosovo</b><br/> <b>EULEX</b><br/> <b>2-2026 Extraordinary Call for Contributions</b><br/> Requirements and Job Descriptions</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |                  |                      |
| <b>Organisation:</b>                                                                                                                                                                       | <b>European Union Rule of Law Mission in Kosovo</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |                  |                      |
| <b>Job location:</b>                                                                                                                                                                       | <b>As indicated below</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                  |                      |
| <b>Employment regime:</b>                                                                                                                                                                  | <b>As indicated below</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                  |                      |
|                                                                                                                                                                                            | <b>Ref.:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Name of the post:</b>        | <b>Location:</b> | <b>Availability:</b> |
|                                                                                                                                                                                            | <b>Seconded (2)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |                  |                      |
| <b>Job titles/<br/>vacancy notice:</b>                                                                                                                                                     | EK 60002                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Deputy Head of Mission          | Pristina         | 08 Nov 2026          |
|                                                                                                                                                                                            | EK 60050                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Head of Human Resources Section | Pristina         | 23 Aug 2026          |
| <b>Deadline for applications:</b>                                                                                                                                                          | <b>Friday, 14 August 2026, at 17:00 (Brussels time)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                  |                      |
| <b>Applications must be submitted to:</b>                                                                                                                                                  | <p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:<br/> a) You are already registered on Goalkeeper AND you have an EU Login:<br/> <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a><br/> b) You do not have a Goalkeeper account or an EU Login:<br/> <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a><br/> 2) You do not have the nationality of an EU Member State: Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.<br/> <i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i></p> |                                 |                  |                      |
| <b>Information:</b>                                                                                                                                                                        | For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):<br><b>Ms Leire MARTIN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                  |                      |

**CIVOPSHQ-HR-EULEX-Kosovo@eeas.europa.eu**

**+32 (0)2 584 60 89**

Please note that the Country Threat Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

**Low/Moderate/Significant Threat Non-Family Mission**

The European Union Rule of Law Mission in Kosovo (EULEX Kosovo) bears a Low/Moderate/Significant Threat Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility.

**Seconded personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

**Seconded personnel from Contributing Third States** – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

**Contracted personnel** – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and that there is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a /mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

*Specificities for high or critical threat missions*

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission ("cooling off period") at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve month deployment, will not be eligible.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of duty/contract period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operation Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EULEX Kosovo, according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

**Citizenship** – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

**Integrity** – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

**Flexibility and adaptability** – Candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## II. REQUIREMENTS

### II.A Essential requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

**Physical and mental health** – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with "Fit to work clearance" procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

**Education and training** – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

**Knowledge** – Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

### Skills and abilities

**Language skills** – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

**Communication and interpersonal skills** – Candidates must have excellent interpersonal and communication skills, both written and oral.

**Organisational skills** – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

**Digital skills** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

**Driving skills** – Candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## II.B Desirable requirements

**Knowledge of the Mission area** – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

**Knowledge and experience of Security Sector Reform** – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

**Training and experience** – Candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Knowledge of local language(s), depending on the job tasks and responsibilities.

**Driving licence** – Category C driving licence.

## III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

**Passport** – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries on route to the Mission.

**Education diploma(s)/certificate(s) and/or professional certificate(s)** – Selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up their duties.

**Required Personnel Security Clearance (PSC) or Certificate of Good Conduct** – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called **Certificate of Good Conduct**).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

**Certificate/booklet of vaccination** – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

**Medical certificate** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with "Fit to work clearance procedure", a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

**Personal protection equipment** – It is recommended that national authorities provide seconded selected candidates with protection equipment.

*Deficiencies in any of the documents requested for a specific position may result in failure of the selection process.*

#### IV. ADDITIONAL INFORMATION

**Equal opportunities** – The EEAS and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

**Application form** – Applications will be considered only when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated application form returned in Word format.

**Selection process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or via video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

**Information on the outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

**Training** – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning/>.

**Pre-Deployment Training (PDT)** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

**Data protection** – The EEAS/CivOpsHQ processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

The Privacy Statement is available on the EEAS website.

## V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

## SECONDED POSITIONS

|                                                                                   |                                                        |                                                  |
|-----------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------|
| <b>Position:</b><br>Deputy Head of Mission                                        | <b>Employment Regime:</b><br>Seconded                  |                                                  |
| <b>Ref. Number:</b><br>EK 60002<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>08 Nov 2026              |
| <b>Component/Department/Unit:</b><br>Office of the Head of Mission                | <b>Security Clearance Level:</b><br>EU SECRET          | <b>Open to Contributing<br/>Third States:</b> NO |

### **1. Reporting Line:**

The Deputy Head of Mission reports to the Head of Mission.

### **2. Main Tasks and Responsibilities:**

- To deputise and represent the Head of Mission as required;
- To participate in the development of the overarching Mission policy and implementation strategy;
- To participate in the development and overall planning of the Mission activities and the development of Mission reports in cooperation with the Chief of Staff;
- To participate in the implementation of the Mission mandate following up on operational activities, with due respect to the core function of the Head of Operations
- To act as main coordinator in relation to the Specialist Chambers and Specialist Prosecutor's Office;
- To support the Head of Mission in the duty of care of Mission members and contribute as required;
- To support the advancement of Human Rights and Gender related aspects with relevant Mission internal and external stakeholders, including civil society actors, in close coordination with the Mission's Human Rights and Gender advisers;
- To support the Mission efforts to coordinate and collaborate with EU representatives (notably EU Delegations, military Common Security Defence Policy Missions and Operations and EU Justice and Home Affairs agencies), Member States and other international actors as well as local stakeholders and civil society in line with the integrated approach;
- To support the Head of Mission in delivering strategic communications including targeted work on disinformation;
- To fulfil the role of responsible authority in the framework of the Code of Conduct and take disciplinary decisions in the first instance;
- To ensure Mission Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the training of Mission members;
- To provide instructions and review reports delegated by the Head of Mission;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### **3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Head of Mission.

#### **4. Essential Qualifications and Experience:**

- 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank;  
AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;

#### **6. Desirable Qualifications and Experience:**

- Master's degree/MBA in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration, or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- Experience in national or international assignments within staff functions, in particular planning and organisation of crisis management Missions.
- International experience, particularly in relation to crisis areas and multi-national and international organisations;
- Good working knowledge of political, cultural and security situation and crisis management questions related with Balkans, particularly with Kosovo.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Substantial knowledge of the functioning of the EU, in particular Common Foreign and Security Policy, including CSDP Policy.

|                                                                                   |                                                        |                                                  |
|-----------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------|
| <b>Position:</b><br>Head of Human Resources<br>Section                            | <b>Employment Regime:</b><br>Seconded                  |                                                  |
| <b>Ref. Number:</b><br>EK 60050<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | <b>Location:</b><br>Western Balkans Region<br>(Kosovo) | <b>Availability:</b><br>23 August 2026           |
| <b>Component/Department/Unit:</b><br>Human Resources Section                      | <b>Security Clearance Level:</b><br>NOT REQUIRED       | <b>Open to Contributing<br/>Third States:</b> NO |

### 1. Reporting Line:

The Head of Human Resources Section reports to the Head of Mission and the Chief of Staff, line managed by the Chief of Staff. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of the Human Resources Section;
- To implement all Council/Commission/ Civilian Operations Headquarters (CivOpsHQ) legislation and instructions, set up and implement relevant Mission internal strategies, policies and standard operating procedures accordingly;
- To ensure effective and transparent Human Resources planning and recruitment in accordance with the CivOpsHQ Instruction on Selection Procedures;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To coordinate and communicate with CivOpsHQ Mission Personnel Division and the EU Commission (FPI) on relevant Human Resources issues;
- To support and advise the Mission management at operational and strategic levels to implement the Mission mandate as a member of the Mission's senior management team;
- To liaise closely with internal stakeholders such as the Mission Support Department, the Security and Health Department, the Legal Office and the Mission's horizontal advisors;
- To ensure an effective and efficient Human Resources administration process, utilise the centralised IT tools Goalkeeper Registrar and Civilian Mission Application (CiMA, HR database) in accordance with CivOpsHQ procedures;
- To ensure Line Managers receive advice and support on Human Resources matters and to be in the lead of the Mission's safe and inclusive working place activities;
- To manage the Mission's training portfolio to ensure effective training activities for Mission Members;
- To ensure timely reporting to the Mission management and the EEAS (CivOpsHQ) on Human Resources related issues;
- To act as a key interlocutor with Mission Members and their representatives, Staff Committees, National Contingent Leaders/National Points and senior management, on personnel issues;
- To plan and develop Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ;
- To identify, manage and report the risks arising from processes, systems, projects;
- To ensure a fair, effective and transparent performance appraisal process;
- To support the Operations Department in training development and delivery to local counterparts related to Human Resources matters;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;

- To raise awareness of staff on their rights, obligations and appropriate standards of behavior, including existing formal and informal complaint and support mechanisms.

### **3.1 General Tasks and Responsibilities:**

- To identify and report lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### **3.2 Core Responsive Tasks and Responsibilities:**

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

### **4. Essential Qualifications and Experience:**

- 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank;  
AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

### **5. Essential Knowledge, Skills and Abilities:**

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- People management skills and capacity to deal with different levels of stakeholders;
- Ability to adapt new and emerging technologies to address business operational needs;

### **6. Desirable Qualifications and Experience:**

- University and/or Master's Degree in Human Resources management, leadership or management and/or an international certification in Human Resources management;
- Knowledge and/or experience in strategic management and/or public administration;
- Knowledge about the functioning of the EU and CSDP Missions;
- Knowledge and/or experience in strategic management and/or public administration;
- International experience, particularly in crisis areas with multinational and international organisations.

### **7. Desirable Knowledge, Skills and Abilities:**

- Ability to perform under stress and in difficult circumstances;

- Good understanding of the political, cultural and security situation in the Balkans, in particular Kosovo.
- Professional experience in staff development and training;
- Problem solving skills;
- Excellent communication skills, both written and oral;
- Excellent drafting skills.

## EUROPEAN EXTERNAL ACTION SERVICE



Civilian Operations Headquarters – CivOpsHQ  
Managing Director / Civilian Operations Commander

Brussels,  
EEAS.CIVOPSHQ.3/LM/(2026)

TO ALL REPRESENTATIVES TO PSC

**Subject: 2-2026 Extraordinary Call for Contributions for the European Union Rule of Law Mission in Kosovo (EULEX Kosovo)**

**References:** Council Joint Action 2008/124/CFSP of 4 February 2008 on the Establishment of the European Union Rule of Law Mission in Kosovo (EULEX KOSOVO).  
Council Decision 2025/1161/CFSP of 5 June 2025 Amending and Extending the Mission Mandate until 14 June 2027.

Dear Ambassador,

I am writing concerning a Call for Contributions for the European Union Rule of Law Mission in Kosovo – EULEX Kosovo. It is my pleasure to invite EU Member States to put forward qualified candidates for the positions listed in Annex 1 - Requirements and Job Descriptions. Please note the age specification introduced under *II.A Essential requirements* of the attached Annex 1.

### 1. Background

The Council Joint Action 2008/124/CFSP of 4 February 2008 established the European Union Rule of Law Mission in Kosovo – EULEX Kosovo with a mandate to support Kosovo's institutions in strengthening the rule of law, with a particular focus on the judiciary and police. This was amended and extended by Council Decision 2025/1161/CFSP of 5 June 2025 until 14 June 2027.

### 2. Methodology

- a) EU Member States are requested to examine the personal profiles and job descriptions to ensure that:
  - Proposed candidates meet the listed criteria described in the essential requirements and specific job descriptions (**Annex 1**).
  - Each candidate completes the online **Application Form (AF)** indicating which position(s) the candidate is applying for. The Application Form is accessible in the Goalkeeper-Registrar system. Applications will be considered only when using this form.



MD-Civilian Operations Headquarters (CivOpsHQ)  
European External Action Service (EEAS)  
Rue d'Arlon 88, B-1046 Brussels  
Telephone: +32 (0)2 584 60 89  
Email: [CivOpsHQ-HR-EULEX-Kosovo@eeas.europa.eu](mailto:CivOpsHQ-HR-EULEX-Kosovo@eeas.europa.eu)

- b) Proposed candidates should satisfy the requirements set out in the job description. The main criteria for suitability for post are the essential criteria, both education and professional experience.
- c) As previously agreed, EU Member States that are also members of EGF are invited to identify suitable candidates within their capabilities.
- d) The deadline for EU Member States to submit offers of personnel is **Friday, 14 August 2026, at 17:00 hours (Brussels time)**, through the following link:

<https://goalkeeper.eeas.europa.eu/registrar/web>

- e) Interviews will take place between August and September 2026.
- f) The Civilian Operations Headquarters (CivOpsHQ) will be responsible for notifying EU Member States of the outcome of the selection process. Communication of the selection results is expected to take place by September 2026.
- g) Selected candidates should be ready for deployment to the Mission area within the deadlines specified in each job description.
- h) Subject to the adoption of another Council Decision extending the Mission mandate and approving the appropriate Budget Impact Statement, the initial duration of the deployment should be of 12 months.

### 3. General information

- a) For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).
- b) The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. EU Member States are encouraged to take this into account when offering contributions.
- c) If applicable, selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions, when deployed. They should bring the original certificate upon deployment.
- d) Seconded personnel will bring their uniforms and security equipment (**Annex 2**). However, depending on the local environment, the Head of Mission will decide on the dress code and whether civilian attire or uniforms are to be worn by the Mission Members. Hats and insignia will be provided to the Mission Members.
- e) It is moreover expected that all newly selected Mission Members have undergone CSDP specific pre-deployment training before joining the Mission. CSDP specific pre-deployment training courses are regularly offered under the auspices of the European

Security and Defence College (ESDC). In case ESDC does not offer a suitable course, a national alternative is also an option<sup>1</sup>.

f) For any further information please contact:

**Ms Leire MARTIN**  
CivOpsHQ-HR-EULEX-Kosovo@eeas.europa.eu  
**+32 (0)2 584 60 89**

Yours sincerely,

*[e-signed]*

Stefano TOMAT

**Enclosures:**

- Requirements and Job Descriptions (**Annex 1**)
- List of Recommended Equipment (**Annex 2**)

cc: CivCom Delegates

---

<sup>1</sup><https://esdc.europa.eu/>

---

**R: Mission in Kosovo**

---

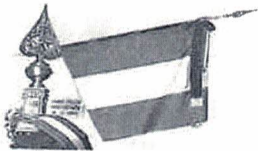
**Da** Alessandro Salvemini <alessandro.salvemini@giustizia.it>

**Data** mer 12/08/2026 08:41

**A** Azzurra Fiorenza <azzurra.fiorenza@giustizia.it>

Prepariamo immediatamente nota per la diffusione a tutti gli appartenenti alla carriera dei funzionari.

Grazie.



*Alessandro Salvemini  
Direttore Divisione I  
Gestione del personale del Corpo di polizia penitenziaria*

**Da:** Azzurra Fiorenza <azzurra.fiorenza@giustizia.it>

**Inviato:** mercoledì 12 agosto 2026 08:24

**A:** Alessandro Salvemini <alessandro.salvemini@giustizia.it>; Luisa Mainenti <luisa.mainenti@giustizia.it>; Chiara Morales <chiara.morales@giustizia.it>; Azzurra Fiorenza <azzurra.fiorenza@giustizia.it>; Ciro Cozzolino <ciro.cozzolino02@giustizia.it>; Maria Soccorso Parisi <mariasoccorso.parisi@giustizia.it>; Elena Mercurio <elena.mercurio@giustizia.it>; Domenico D'amico <domenico.damico@giustizia.it>; Francesca Allegria <francesca.allegria@giustizia.it>; Fabrizio Gioia <fabrizio.gioia@giustizia.it>; Matilde Santori <matilde.santori@giustizia.it>; Roberto Favoccia <roberto.favoccia@giustizia.it>; Daniele Tolli <daniele.tolli@giustizia.it>; Sabrina Cicerone <sabrina.cicerone@giustizia.it>; Adriana Cafaro <adriana.cafaro@giustizia.it>; Massimo Valentini <massimo.valentini@giustizia.it>; Aldo Lettieri <aldo.letteri@giustizia.it>; Domenico Bortone <domenico.bortone01@giustizia.it>; Michele Fralonardo <michele.fralonardo@giustizia.it>; Stefania Malcosti <stefania.malcosti@giustizia.it>; Graziano Santoro <graziano.santoro@giustizia.it>; Nicola Grassi <nicola.grassi@giustizia.it>; Cristina Mannara <crisrina.mannara@giustizia.it>; Nicola Stabile <nicola.stabile@giustizia.it>; Antonietta Catanzaro <antonietta.catanzaro@giustizia.it>; Giancarmine Percannella <giancarmine.percannella@giustizia.it>; Graziano Nardoni <graziano.nardoni@giustizia.it>; Andrea Pivetta <andrea.pivetta@giustizia.it>; Tamara Gallavotti <tamara.gallavotti@giustizia.it>; Roberta Rizzo <roberta.rizzo@giustizia.it>; Giuseppe Delcuratolo <giuseppe.delcuratolo@giustizia.it>; Francesco Tiero <francesco.tiero@giustizia.it>; Alessio Scannapieco <alessio.scannapieco@giustizia.it>; Roberta Papa <roberta.papa@giustizia.it>; Valentina Bernabei <valentina.bernabei@giustizia.it>; Massimo Napolitano <massimo.napolitano01@giustizia.it>; Goffredo Zarrella <goffredo.zarrella@giustizia.it>; Monica Mega <monica.mega@giustizia.it>

**Oggetto:** Mission in Kosovo

Per notizia al personale interessato.

Divisione I – Corpo di polizia penitenziaria

Sezione I – Segreteria, Affari generali, trattamento giuridico e informatica

