



# Ministero dell'Interno

DIPARTIMENTO DELLA PUBBLICA SICUREZZA

DIREZIONE CENTRALE PER GLI AFFARI GENERALI DELLA POLIZIA DI STATO

N.559/A/1/131.14.24.7/ 23430

Roma, 06 NOV. 2014

OGGETTO: MISSIONE EULEX KOSOVO.  
3-2014 CALL FOR CONTRIBUTIONS.

L'EUROPEAN EXTERNAL ACTION SERVICE (S.E.A.E.) HA RESO NOTO DI AVER AVVIATO, NELL'AMBITO DELLA MISSIONE EULEX KOSOVO, LE PROCEDURE PER RICOPRIRE LE SEGUENTI POSIZIONI:

- UN POSTO DI **CHIEF OF STAFF (SPECIAL POLICE DEPARTMENT)** - REF. EK 20141 - SECONDED, RISERVATO AI VICE QUESTORI AGGIUNTI DELLA POLIZIA DI STATO;
- UN POSTO DI **INVESTIGATION TEAM LEADER (SPECIAL INVESTIGATIVE TASK FORCE)** - REF. EK 20425 - SECONDED, RISERVATO AI SOSTITUTI COMMISSARI ED AGLI ISPETTORI SUPERIORI DELLA POLIZIA DI STATO;
- UN POSTO DI **SERIOUS CRIME INVESTIGATION OFFICER** - REF. EK 20137 - SECONDED, RISERVATO AL RUOLO DEGLI ISPETTORI DELLA POLIZIA DI STATO;
- UN POSTO DI **REGIONAL CRIMINAL INTELLIGENCE OFFICER** - REF. EK 20128 - SECONDED, RISERVATO AL RUOLO DEI SOVRINTENDENTI ED AL RUOLO DEGLI ASSISTENTI E AGENTI DELLA POLIZIA DI STATO;
- UN POSTO DI **BORDER POLICE ADVISOR TO THE DIRECTORATE FOR MIGRATION AND FOREIGNERS** - EK 20199, RISERVATO AL RUOLO DEI SOVRINTENDENTI ED AL RUOLO DEGLI ASSISTENTI E AGENTI DELLA POLIZIA DI STATO.



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## REQUISITI GENERALI

- OTTIMA CONOSCENZA DELLA LINGUA INGLESE, SCRITTA E PARLATA;
- AVER RIPORTATO NEGLI ULTIMI DUE RAPPORTI INFORMATIVI UN GIUDIZIO NON INFERIORE ALLA VALUTAZIONE DI "OTTIMO";
- NON AVER RIPORTATO SANZIONI DISCIPLINARI SUPERIORI AL RICHIAMO SCRITTO, A MENO CHE NON SIA INTERVENUTA LA RIABILITAZIONE AI SENSI E PER GLI EFFETTI DELL'ART. 87 DEL D.P.R. 10 GENNAIO 1957, N. 3;
- NON ESSERE SOTTOPOSTO AD ALCUN PROCEDIMENTO DISCIPLINARE E/O PENALE E NON AVER RIPORTATO CONDANNE PENALI;
- ESSERE IN POSSESSO DEL NULLA OSTA DI SICUREZZA DEL LIVELLO RICHIESTO PER LA SPECIFICA POSIZIONE.

LA DESCRIZIONE DELLE POSIZIONI E' IN LINGUA INGLESE, COSÌ COME I REQUISITI SPECIFICI RICHIESTI CHE SARANNO CONSULTABILI SUL PORTALE "DOPPIAVELA".

LA RELATIVA "*APPLICATION FORM*", REPERIBILE SUL MEDESIMO PORTALE, DOVRÀ ESSERE COMPILATA INTEGRALMENTE CON SISTEMI DI VIDEOSCRITTURA E TRASMESSA SIA IN FORMATO "PDF" (CON FIRMA LEGGIBILE DEL CANDIDATO) SIA IN FORMATO "WORD".

I CANDIDATI POTRANNO CHIEDERE DI ESSERE SELEZIONATI SOLO PER LE POSIZIONI *SECONDED* INDICATE. NON VERRANNO ACCETTATE DOMANDE CHE INDICHINO LA DISPONIBILITÀ PER POSIZIONI NON PREVISTE DALLA PRESENTE NOTA.

LE ISTANZE DOVRANNO ESSERE TRASMESSE, SENZA RITARDO ALCUNO, CON IL PARERE DEL DIRIGENTE DELL'UFFICIO. CHE DOVRA' VALUTARE ED ATTESTARE IL POSSESSO DEI REQUISITI GENERALI SUINDICATI, CON ESPlicito RIFERIMENTO AI RAPPORTI INFORMATIVI ED AI PROCEDIMENTI PENALI E/O DISCIPLINARI.



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L'INVIO DELLE DOMANDE DOVRA' ESSERE EFFETTUATO VIA E-MAIL, INDEROGABILMENTE ENTRO LE ORE 12.00 DEL 13 NOVEMBRE 2014 AI SEGUENTI INDIRIZZI:

- **RUOLO COMMISSARI:**  
SERVIZIO DIRIGENTI, DIRETTIVI ED ISPETTORI - 1^ DIVISIONE DELLA DIREZIONE CENTRALE PER LE RISORSE UMANE, INDIRIZZO EMAIL: **sddi1.missioni@interno.it;**
- **RUOLO ISPETTORI:**  
SERVIZIO DIRIGENTI, DIRETTIVI ED ISPETTORI - 2^ DIVISIONE DELLA DIREZIONE CENTRALE PER LE RISORSE UMANE, INDIRIZZO EMAIL: **sddi-2@interno.it;**
- **RUOLO SOVRINTENDENTI E RUOLO ASSISTENTI ED AGENTI:**  
SERVIZIO SOVRINTENDENTI, ASSISTENTI ED AGENTI - 2^ DIVISIONE SEZIONE MISSIONI ED ASSEGNAZIONI SPECIALI DELLA DIREZIONE CENTRALE PER LE RISORSE UMANE , INDIRIZZO EMAIL: **dipps.ssaa.ass.spec.rm@interno.it.**

I CITATI UFFICI, NEL TRASMETTERE LE CANDIDATURE AL MINISTERO DEGLI AFFARI ESTERI, AVRANNO CURA DI SPECIFICARE L'INTENZIONE, CON LA PARTECIPAZIONE ALLA PRESENTE CALL FOR CONTRIBUTIONS, DI PORRE A DISPOSIZIONE DELLA MISSIONE UN MASSIMO DI CINQUE APPARTENENTI ALLA POLIZIA DI STATO (UNO DEL RUOLO COMMISSARI, DUE DEL RUOLO ISPETTORI E DUE DEL RUOLO SOVRINTENDENTI O ASSISTENTI ED AGENTI).

SI PRECISA CHE LE SELEZIONI IN ARGOMENTO NON COSTITUISCONO UNA PROCEDURA CONCORSUALE.

SI PREGA DI DARNE LA MASSIMA DIFFUSIONE TRA IL PERSONALE E DI TRASMETTERE TEMPESTIVAMENTE LE EVENTUALI ISTANZE, SOLO IN CASO DI EFFETTIVO POSSESSO DEI REQUISITI PRESCRITTI.

PEL CAPO DELLA POLIZIA - DIRETTORE GENERALE DELLA PUBBLICA SICUREZZA - PREFETTO TRUZZI.

Executive Division

Special Police Department

Title: Chief of Staff (Special Police Department) – EK 20141

Employment regime: Seconded

Confirmed Vacancies: 1      Pending Vacancies: 0

The Chief of Staff reports to Head of Special Police Department.

**1. Main tasks and responsibilities:**

- To operationalize within his/her field of responsibility the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To support the Head of Special Police Department (SPD) in managing, prioritizing and directing the work of the Department to ensure they deliver on the Mission's mandate and tasks as set out in planning documents, the MIP and instructions issued by the HoM, including through translating guidance provided into appropriate orders;
- To ensure the preparation of solutions to operational and logistical problems, which will subsequently be presented to the Head of SPD for approval;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as required by the Head of Special Police Department.

**2. Qualifications and experience:**

**Essential:**

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least seven (7) years of proven full-time professional experience relevant to the tasks of the Special Police Department;

OR

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eight (8) years of proven full-time professional experience relevant to the tasks of the Special Police Department;

OR

- Equivalent Police/Military Academy education and at least eight (8) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least seven (7) years of progressive professional experience relevant to the tasks of the Special Police Department;
- At least five (5) years of experience at middle Management level;
- Indicative rank: Major/ Superintendent, or equivalent;
- Authorized to carry and issued a personal weapon;
- Certified project management capacity.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/ EU SECRET or equivalent for Contributing Third States.

**Advantageous:**

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Excellent negotiation and problem-solving skills;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C;
- Knowledge of Albanian and/or Serbian language;
- Proactive approach and ability to lead efficiently a diverse organizational component;
- Knowledge/Experience on Integrated Border Management (IBM) issues.

Executive Division

Special Investigative Task Force

Title: **Investigation Team Leader (Special Investigative Task Force) – EK 20425**

Employment regime: **Seconded/Contracted**

Grading category for Contracted personnel: **Mission Support Staff - Management level**

Confirmed Vacancies: 1      Pending Vacancies: 0

The Investigation Team Leader (Special Investigative Task Force) reports to Lead Prosecutor (Special Investigative Task Force).

**1. Main tasks and responsibilities:**

- To lead and coordinate the investigations into the cases assigned to the Task Force, under the direction and supervision of the Lead Prosecutor of the Task Force;
- To evaluate and review the work performed, ensuring compliance with established policies and procedures, including applicable Laws in Kosovo and internationally accepted human rights standards;
- To implement policies and procedures towards the goals and objectives of the TF;
- To provide clear and concise reports and information/feedback to the management / chain of command;
- To liaise with relevant counterparts;
- The selected staff member should be willing to be located either in Pristina or in Brussels;
- To undertake any other related tasks as requested by the Lead Prosecutor (Special Investigative Task Force).

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law, or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least eleven (11) years of relevant and proven full-time professional experience;

OR

- Equivalent education in Police/Military Academy and at least eleven (11) years of relevant and proven fulltime professional experience.

**Specification of experience**

- At least ten (10) years of professional experience in investigations related to the post;
- Background in intelligence handling and covert measures;
- At least five (5) years of experience in working on organised/war crimes and serious crime cases;
- Solid background with financial crimes investigations;
- Significant experience and participation in all stages of the investigative and judicial process, including prosecution and trial;
- Extensive management experience with an emphasis on coordination of complex criminal investigations;
- Experience with international police and judicial cooperation.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/ EU SECRET or equivalent for contributing third States.

**Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Albanian and/or Serbian language;
- Ability to perform under stress and in difficult circumstances;
- Advanced studies in law, criminal investigation, or management.

Executive Division / Executive Criminal Investigations Department  
Organised and War Crime Investigation Units

Title: **Serious Crime Investigation Officer - EK 20137**  
Employment regime: **Seconded**  
Confirmed Vacancies: 14 Pending Vacancies: 4

The Serious Crime Investigation Officer will report to the Chief of his/her respective Unit.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area of the Mission's executive mandate;
- To conduct crime investigations and intelligence gathering throughout Kosovo;
- To interview witnesses and suspects, develop investigation strategies and carry out arrest/search operations, under the supervision of prosecutors;
- To attend crime scenes, exhumations and other locations day or night to gather evidence effectively;
- To be flexible resource in a multi-disciplinary team prepared to work in a variety of roles to ensure a successful law enforcement outcome;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To be willing to work in Pristina and/or Mitrovica;
- To undertake any other related tasks as requested by the Unit Chief.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least four (4) years of relevant and proven full-time police experience;

**OR**

- Successful completion of a full course of university studies attested by a degree in Law Enforcement, Law, Police Science, or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time police experience;

**OR**

- Equivalent Police/Military Academy education and at least five (5) years of relevant and proven full-time professional experience.

**Specification of experience**

- At least five (5) years of relevant and proven full time professional experience on Serious, Criminal investigations;
- Knowledge in intelligence handling and covert measures;
- Authorized to carry and issued a personal weapon.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIAL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.



**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances.
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of working practices in intelligence systems or organisations such as Interpol, Europol
- Very good interpersonal and communication skills, both written and oral;
- Specialist investigative experience such as financial crime, telecommunications interception, computer forensic examination, intelligence gathering or other skills useful in the investigation of serious and complex crime investigations;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- Experience in investigating organised crime and/or war crimes;
- Serbian or Albanian language skills;
- Driving licence of Category C.

Executive Division

Executive Criminal Investigations Department/EU Office for Criminal Intelligence

Title: **Regional Criminal Intelligence Officer – EK 20128**

Employment regime: **Seconded**

Confirmed Vacancies: 1 Pending Vacancies: 0

The Regional Criminal Intelligence Officer reports to the Regional Criminal Intelligence Team Leader.

### 1. Main tasks and responsibilities

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP) in the area the Mission's executive mandate;
- To establish effective liaison structure with all relevant Mission units to ensure timely exchange of information/intelligence;
- To collect information in the field that supports on-going investigations;
- To prepare and submit accurate written intelligence reports;
- To develop case specific intelligence in conjunction with the analysts;
- To develop and maintain information contacts with stakeholders in the Mission area;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other related tasks as requested by the Regional Criminal Intelligence Team Leader.

### 2. Qualifications and experience

#### Essential

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by the police training, with a minimum of five (5) years of relevant and proven full-time police experience or equivalent professional experience.

#### Specification of experience

- Extensive and progressive experience in intelligence issues and/or complex data.

#### Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

#### Advantageous

- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- Extensive experience in collection of intelligence;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Experience in criminal intelligence.

Strengthening Division

Advisory Unit on Border Matters

Title: **Border Police Advisor to the Directorate for Migration and Foreigners - EK 20199**

Employment regime: **Seconded**

Confirmed Vacancies: 1      Pending Vacancies: 0

The Advisor to the Directorate for Migration and Foreigners reports to the Head of the Advisory Unit on Border Matters.

**1. Main tasks and responsibilities:**

- To contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in the area of monitoring, mentoring and advising (MMA);
- To assist the Head of KBP Directorate for Migration and Foreigners in the implementation of Kosovo Visa Regime and procedures to issue Visas at BCPs.
- To monitor KBP in the implementation of Laws and Strategies relating to migration in line with applicable Laws and EU standards;
- To guide and advise KP Officers in charge of the evaluation of immigration requests (application for permission to enter and stay in Kosovo);
- To assist in evaluating requests from third countries on repatriation of people from Kosovo;
- To monitor and advise on deportation procedures of Kosovo citizens;
- To monitor and advise on the observance of human rights standards of INADS;
- For exceptional reasons and for a limited period of time, to support to support the operations at the Crossing Points if needed ;
- To ensure timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the mission;
- To undertake any other related tasks as required by the Head or the Deputy Head of Advisory Unit on Border Matters.

**2. Qualifications and experience:**

**Essential**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law, Business Administration or other related university studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least nine (9) years of relevant and proven full-time professional experience;

**OR**

- Successful completion of a full course of university studies attested by a degree in Social Sciences, Law, Business Administration or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

**OR**

- Equivalent Police education and at least 10 years of relevant and proven full-time professional experience.

**Specification of experience**

- Minimum of 5 years of relevant and proven full-time Immigration experience;
- Experience in international law enforcement operations in the area of Border policing;
- Very good interpersonal and communication skills, both written and oral.

**Personnel Security Clearance**

- To be in a possession of Personnel Security Clearance at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent for Contributing Third States.

**Advantageous:**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multi-national and international organisations.