

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office 1-2016 Call for Contributions			
Organisation:	Kosovo Specialist Chambers and Specialist Prosecutor's Office		
Job Location:	As indicated below - The Hague, The Netherlands or Belgrade, Serbia		
Employment Regime:	As indicated below		
Job Titles/Vacancy Notice:	Ref.:	Name of the Post	Availability
	<u>Seconded/Contracted</u>		
	005	Head of Victims Participation Office	ASAP
	010	Head of Finance and Budget Unit	ASAP
	011	Budget Officer	ASAP
	012	Head of Procurement Unit	ASAP
	025	Procurement Officer	15 Jun 2016
	026	Contracts Manager	15 Jun 2016
	027	IT Helpdesk Assistant	15 Jun 2016
	028	Administrative Assistant	15 Jun 2016
	029 (2 positions)	Staff Administrative Assistant	15 Jun 2016
	030	Finance Officer	15 Jun 2016
	031	Finance Assistant	15 Jun 2016
	032	Legal Counsel	15 Jun 2016
	033	Facilities Management and General Services Officer	15 Jun 2016
	505	Administrative Coordinator	15 Jun 2016
	507	Operational Security Officer	15 Jun 2016
	512	Communication and Information Systems Officer	15 Jun 2016
	513	Investigations Coordinator	15 Jun 2016
516	Witness Protection Officer	15 Jun 2016	

	518	Regional Liaison Officer	15 Jun 2016
	519	Associate Regional Liaison Officer/Interpreter	15 Jun 2016
	520	Language Services Officer	15 Jun 2016
	521 (2 positions)	Reviser (English)	15 Jun 2016
	522	Interpreter/Translator (English/Albanian)	15 Jun 2016
	523	Associate Interpreter/Translator (English/Albanian)	15 Jun 2016
	527	Senior Prosecutor	15 Jun 2016
	528 (2 positions)	Prosecutor	15 Jun 2016
	529 (4 positions, 1 pending)	Associate Prosecutor	15 Jun 2016
	530	Associate Legal Officer	15 Jun 2016
	531	Senior Analyst	15 Jun 2016
	533	Associate Analyst	15 Jun 2016
	534	Associate Database & Information Officer	15 Jun 2016
	535 (pending)	Senior Investigator	15 Jun 2016
	536 (3 positions, 1 pending)	Investigator	15 Jun 2016
	537	Senior Legal Advisor	15 Jun 2016
	538	Legal Officer Team Leader	15 Jun 2016
	539	Legal Officer	15 Jun 2016
	541	Associate Case and Evidence Manager	15 Jun 2016
Deadline for Applications:	Friday 27 May 2016 at 17:00 hours (Brussels time)		
E-mail Addresses to send the Job Application Form to:	schr@eeas.europa.eu		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPC):</p> <p>Mr Frank Borchers frank.borchers@eeas.europa.eu Tel: +32 (0)2 584 69 06 or Ms Kaisa HAPPO kaisa.happo@ext.eeas.europa.eu Tel: +32 (0)470 805 040</p>		

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing 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 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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 Period – Subject to the adoption of another 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 Operations Commander requests that contributing States propose candidates for the following international staff positions, according to the requirements and profiles described below:

A. Essential Requirements

Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts.

Citizenship – Citizenship of an EU Member State or of a contributing third State¹.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission; they 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.

Negotiation Skills – The candidates must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support and 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 – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position, as required by the Registrar.

¹ Canada, Norway, Switzerland, Turkey and United States of America

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in contributing States.

Language Skills² – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Education – European Qualifications Framework (EQF)³.

Driving Licence – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle. Category C driving licence is desirable or as specified in the respective job description.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommended Requirements

Knowledge of the EU Institutions – The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Knowledge of the Mission Area – The candidates should have good knowledge of the history, culture, social and political situation of the region as well as of the police, judiciary and governmental structures.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission.

C. Essential Documents and Equipment for Selected Candidates

Passport – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Contributing States and Mission Members 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 en route to the Mission.

Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

² [Common European Framework of References for Languages](#)

³ <https://ec.europa.eu/ploteus/content/descriptors-page>

Certificate/Booklet of Vaccination – The 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 Mission area.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

D. Additional Information on the Selection Process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages contributing States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word format, and indicating which position(s) the candidate is applying for.

Selection Process – The most suitable candidates will be shortlisted and, if needed, interviewed in The Hague or by phone, before the final selection is made. If seconded candidates are required to travel to The Hague for interviews, the contributing State will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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.

E. 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 Operation Plan (OPLAN).

Position: Head of Victims Participation Office	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 005	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers and Registry/ Division of Judicial Services/ Victims Participation Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Victims Participation Office reports to the Registrar/Deputy Registrar.

Main Tasks and Responsibilities:

- To manage the Victims Participation Office, on behalf of the Registrar, promoting and ensuring the rights of victims as enshrined in the legal framework establishing the Specialist Chambers;
- To act as the Registrar's representative, both internally and externally to the Specialist Chambers, representing and promoting the rights of the victim and in matters related to the provision of victims' participation;
- To oversee the efficient processing of applications made by alleged victims to participate in proceedings before the Specialist Chambers, including the management of workflow and the related electronic system, and to liaise for that purpose with the Head of Information Technologies Services Unit, the Senior Information and Records Management Officer and the Head of the Court Management Unit;
- To manage outreach programmes and other communication, in close collaboration with the Public Information and Communications Unit, and including through coordination with recognised and respected civil society organisations;
- To oversee the services provided to alleged victims in relation to Specialist Chambers' proceedings as provided for in the Specialist Chambers' Rules of Procedure and Evidence, including ensuring the provision of adequate assistance and legal representation by selection and management of a Victims' Counsel, the provision of the requisite notifications and information as participating victims are entitled, and ensuring individual victims' protection as appropriate through all stages of proceedings;
- To ensure, on behalf of the Registrar, the proper administration of the victims participation legal assistance budget;
- To ensure, on behalf of the Registrar, that representation of victims meets internationally recognised standards through rigorous selection procedures, monitoring and the management of an effective complaints procedure;
- To ensure, on behalf of the Registrar, gender sensitive measures and expert input, advice and representation in relation to victims of sexual violence at all stages of proceedings, as well as the training of staff of the Victims Participation Office and Victims Counsel on issues of trauma, sexual violence, security and confidentiality;
- To act as a second Victims Counsel [and/or provide witness representation], if so required by the exigencies of the Court.
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of University studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in Law;
- A minimum of 10 years of progressively responsible practical legal experience, preferably in victim-related issues;
- Managerial experience, preferably within or in relation to an international, hybrid or national criminal court;
- Experience in drafting legal documents, preferably legal texts and court filings, as well as experience as a lawyer in criminal and/or tort-related matters;
- Experience in dealing with victims' needs and requests, preferably including outreach in relation to victims of crimes committed on a large scale;
- Excellent organisational skills, including experience in managing filings and applications, and employing electronic data management systems;
- Excellent communication skills, in English, both written and oral;
- Excellent interpersonal skills, including the ability to interact responsibly within the organisation and with other institutions in highly sensitive matters;
- Ability to work in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds in a management role.

Desirable:

- Experience in setting up, reforming or managing an office handling victims' applications for participation in proceedings or for reparations, at an international, national or hybrid criminal institution;
- Experience in managing common legal representatives for victims;
- Experience in acting as a common legal representatives, especially for victims;
- Experience in handling confidential information with tact, discretion and accuracy [and experience in the implementation of protective measures];
- Specialist knowledge and/or experience of particularly vulnerable victim groups, such as children and/or victims of sexual or gender based violence;
- International experience in crisis areas within multi-national and international organisations in the criminal justice and/or human rights field;
- Good understanding of the political situation in the Balkans, in particular Kosovo, and preferably also of the situation of victims of serious crimes.

Position: Head of Finance and Budget Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 010	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Head of Finance and Budget Unit reports to the Head of Division of Administration.

Main Tasks and Responsibilities:

- Under the supervision of the Head of the Division of Administration to be responsible for the financial management of the Kosovo Specialist Chambers and to develop essential policies for accounting, financial and budgeting processes;
- To manage and oversee the work of all staff of the Finance and Budget Unit;
- Under the guidance of the Registrar and the Head of Division of Administration, to advise and support with the planning and development of the budget, finance function and budgetary policies for the Kosovo Specialist Chambers in line with relevant existing EU rules, legal instruments, planning documents, and relevant instructions;
- To be responsible for the provision of all financial advice to the Registrar and the Head of Division of Administration and to assist in the formulation of financial strategies for the Kosovo Specialist Chambers;
- To manage the budget, accounts, payments, treasury, payroll, finance system, claims and other financial functions;
- To be responsible for approving financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting;
- To be responsible for the provision of all financial advice and assisting in the formulation of financial strategies;
- To limit financial risks by taking action and evaluating the banking and national financial infrastructure, the physical and electronic security of funds and internal controls;
- As directed by the Head of Division of Administration to liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors;
- To identify needs of goods and/or services specifically required for the area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To coordinate external and internal audits;
- To act as main Accounting Officer for the institution;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of University studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience with at least 4 years of experience in management level.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Economics or Finance and Accounting or other related university studies;
- At least 4 years of the professional experience should be in management of finance and budgetary management matters of a large organisation, preferably an international organisation, an EU institution, CSDP Mission or hybrid criminal court;
- In-depth knowledge of EU financial rules and regulations, including the PRAG;
- Substantial knowledge of financial planning and of accounting software;
- Excellent interpersonal and communication skills in English, both written and oral;
- Demonstrated ability to find creative and pragmatic solutions to complex financial challenges in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds.

Desirable:

- Experience in the financial aspects of the start-up phase of an international or hybrid court or another large international organisation or Mission;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Budget Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 011	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Budget Officer reports to the Head of Finance and Budget Unit.

Main Tasks and Responsibilities:

- To manage the day to day budgetary financial responsibilities of the unit in coordination with the Head of Finance and Budget Unit;
- To be responsible for the financial control of approved budgets and supplementary budgets;
- To deputise for Head of Finance and Budget Unit as requested;
- To monitor expenditures and their correct classification to budget lines;
- To coordinate reallocation of expenditures into other budget lines if necessary;
- To prepare monthly, quarterly, yearly and extraordinary financial reports for EU authorities;
- To prepare financial reports relating to supplementary budgets from third party donors;
- To prepare reports on budget trends and forecasts;
- To maintain the register of cost centre managers and their portfolio of assigned budget lines;
- To be responsible for the set up and compliance of the budget calendar;
- To manage, coordinate and prepare future budgets proposals in coordination with the Head of Finance and Budget Unit;
- To analyse budget data and to finalise cost estimates in coordination with cost centre managers;
- To provide support to staff members for the elaboration of financial resource requirements;
- To support the Head of Finance and Budget Unit in the financial management of the Kosovo Specialist Chambers;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of University studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Economics or Finance and Accounting or other related university studies;
- Experience in the implementation of EU budgetary and financial processes and regulations;
- Competency in using PC-based accounting systems (i.e. Quick Books Pro, SAGE, SUN etc.) and MS Office in particular Excel;
- Very good interpersonal and communication skills in English, both written and oral;

- Excellent analytical, research and problem-solving skills;
- Ability to work under stressful conditions and to prioritize and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable:

- At least 4 years of experience in finance and budgetary matters of an international organisation, preferably in an EU institution, CSDP Mission or an international or hybrid criminal court;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Head of Procurement Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 012	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Procurement Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Head of Procurement Unit reports to the Head of Division of Administration.

Main Tasks and Responsibilities:

- To plan, develop and manage the procurement activities of the Kosovo Specialist Chambers involving expenditures for international procurement of a broad range of commodities and services;
- To serve as a principal advisor to senior officials, to provide authoritative technical and policy advice on all aspects of procurement and to develop and disseminate best practices;
- To supervise and direct the staff of the Procurement Unit, including planning and allocating work assignments and mentoring and evaluating staff;
- To analyse very complex and/or critical procurement proposals of significant financial or operational impact;
- To determine appropriate strategy/approach to best serve institutional interests and to ensure implementation of established EU rules, practices and procedures;
- To direct, manage and conduct planning, solicitation, negotiation and termination of contractual and procurement action;
- To approve up to authorized limit or to recommend approval of procurement contracts/purchase orders;
- To develop proposals on revisions to procurement policies and procedures and to develop and recommend strategy for the effective implementation of procurement policies and reforms;
- To represent the organisation in key meetings with senior officials internally and government officials, and in negotiations with senior executives of various commercial organisations for the purpose of concluding major contracts;
- To ensure the integrity, accuracy and timely submission of internal and external reporting;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of University studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience with at least 4 years of experience in management level.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Business or Public Administration, Economics, Finance or other related university studies;

- At least 4 years of the overall professional experience should be management experience in public procurement matters in a large organisation, preferably in an international organisation, or in an EU institution, CSDP Mission or an international or hybrid criminal court;
- In-depth knowledge of EU legislation and regulations;
- Excellent interpersonal and communication skills in English, both written and oral;
- Demonstrated ability to find creative and pragmatic solutions to complex procurement challenges in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds.

Desirable:

- Experience in the aspects of the start-up phase of an international or hybrid court or another large international organisation or Mission;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. Number: 025	Location: The Hague, Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Procurement Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Procurement Officer reports to the Head of Procurement Unit.

Main Tasks and Responsibilities:

- In coordination with the Head of Procurement Unit to organise and implement the procurement process, including preparation of terms of reference, publication of procurement calls and bidding invitations, receipt of offers and quotations and their corresponding evaluation, in full compliance with the organisation's rules and regulations;
- To deputise for the Head of Procurement Unit as requested;
- To coordinate with the Contracts Manager and issue contracts for successful bidders and to manage and follow-up contracts and purchase orders;
- To elaborate proposals and to implement the procurement processes monitoring system and mechanisms to eliminate any possible deficiencies in procurement;
- To provide necessary information for the processing of purchase orders and payments;
- To coordinate for the effective delivery of goods and services, necessary inspections and the final liquidation;
- To prepare letters and memoranda, maintaining adequate records on procurement issues, and to issue reports on procurement matters;
- To develop and manage the rosters of suppliers and to elaborate supplier selection and evaluation criteria, quality and performance measurement mechanisms;
- To implement transparent procurement policies and procedures of the EU legislation and regulations;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of University studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Business or Public Administration, Economics or Finance or other related university studies;
- A minimum of 4 years of relevant and proven experience in public procurement;
- Knowledge of the EU financial rules;

- Experience in using established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Contracts Manager	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. Number: 026	Location: The Hague, Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Procurement Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Contracts Manager reports to the Head of Procurement Unit.

Main Tasks and Responsibilities:

- To be responsible for effective and timely delivery of the Kosovo Specialist Chambers contracts management services, in full compliance with the financial rules and regulations;
- To provide objective oversight over various contract management processes and to ensure their transparency;
- To analyse and interpret the financial rules and regulations and operational effectiveness reports and to design monitoring tools and to develop systems;
- To implement a quality plan for each contract and to engage in daily consultation with the senior management of activities covered by the contracts they are managing;
- To advise senior management on any potential issues and to recommend remedial actions or solutions, when necessary;
- To manage the pre-qualification and short-listing of bidders, preparations and issuance of bids, pre-bid conference, receiving and opening of bids and bid evaluation;
- To submit the bids to the Contracts and Property Committee for recommendation of award, contracts negotiations, contract finalisation and issuance;
- To verify that the goods and services are delivered against the contractual requirements and to certify the reports and payments;
- To develop and implement systems for internal control to ensure compliance with contractual terms and conditions;
- To ensure full compliance of procurement and contracting activities within the organisation's rules, regulations, policies and strategies;
- To negotiate, within the terms and conditions of the contract, solutions to conflicts/problems arising in case of poor performance or non-compliance with contractual obligations;
- To convene meetings with contractors to allow the opportunity for the identification and early resolution of potential disputes;
- To develop appropriate contract management tools, guidelines and manuals for standardisation and knowledge sharing purposes;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of University studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Business Administration, Financial Management, Economics, Public Administration or other related university studies;;
- A minimum of 4 years of relevant and proven experience in contracts management;
- Experience in using established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable:

- International experience, particularly in crisis areas with multi-national and international organisations.

Position: IT Helpdesk Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 027	Location: The Hague, Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The IT Helpdesk Assistant reports to the Head of Information Technology Services Unit.

Main Tasks and Responsibilities:

- To assist in the deployment of IT infrastructure by deploying and configuring a variety of technical systems;
- To provide first and second level support for computer related incident and problem resolution;
- To be the first point of contact for all desktop and network related problems encountered by desktop users;
- To maintain and update trouble tickets using the helpdesk information system and to be responsible for ensuring all trouble tickets are closed within an agreed service level;
- To receive hardware, software, network and system problem reports via telephone, email or in person;
- To be responsible for identifying and flagging problems arising from recurring, systematic or procedural defects software or ICT implementation and subsequently initiating action to resolve them;
- To assist in all phases of ICT hardware/software specification, purchase, implementation and operation by providing experience and guidance from a support perspective;
- To manage accounts for desktop users and also to create email accounts;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Level of secondary education attested by a diploma.

AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

Specification of education and experience:

- At least 5 years of experience in an IT environment with a focus on a broad range of IT technologies including helpdesk support networking, desktop systems, security and active directory;
- Technical training in information technology;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
- Very good communication skills in English, both written and oral;
- Effective time management skills including ability to prioritise and manage a high workload on occasions.

Desirable:

- Certifications in Microsoft Desktop Operating Systems technologies;
- ITIL Certification;
- Experience, particularly in national or internationalized or hybrid court systems;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances.

Position: Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 028	Location: The Hague, Netherlands	Availability: 15 Jun 2016
Component/Department/Unit Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Administrative Assistant of the Immediate Office of the Registrar (IOR) reports to the Registrar.

Main Tasks and Responsibilities:

- To perform various administrative and secretarial tasks, including drafting of memos, letters, faxes and other requested documents;
- To be responsible of the office correspondence and other communications;
- To set up and maintain a proper filing system for all documents, as well as incoming and outgoing mail and electronic record-keeping in strict compliance with the policies adopted by the Registrar, in this regard under the supervision of the Senior Records and Information Advisor;
- To maintain calendar and schedules, to monitor changes and communicate relevant information to appropriate staff inside and outside;
- To ensure the proper handling of confidential documentation and related information;
- To arrange and facilitate meetings, seminars, conferences and translations and to take minutes at meetings, as well as prepare draft reports and documents;
- To assist the office personnel with their daily tasks and to coordinate and liaise with the other units;
- To undertake any other related tasks as required.

Education and Experience:

Essential:

- Level of secondary education attested by a diploma.

AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant and proven full-time professional experience.

Specification of Education and Experience:

- Minimum of 5 years of responsible professional full-time experience in the administrative support, preferably in the context of an international organisation;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access) Proficiency in text editing and lay-outing;
- Excellent drafting and communication skills in English, both written and oral;
- Ability to work accurately at speed, remain calm under pressure, using time effectively and efficiently;
- Ability to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment.

Desirable:

- Previous experience working in an international organisation or hybrid court;
- Knowledge and/or experience in public administration as an administrative assistant/secretary;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;

Position: Staff Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 029 (2 positions)	Location: The Hague, Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Staff Administrative Assistant reports to the Head of Human Resources Unit.

Main Tasks and Responsibilities:

- To advise and assist the Kosovo Specialist Chambers staff concerning Human Resources policies and procedures;
- To contribute to the development, implementation and follow-up of the Human Resources strategies, policies and procedures;
- To advise the staff on benefits and entitlements in accordance with the established policies;
- To advise the staff regarding the insurance policy and to be the point of contact to the insurance company;
- To deal with and advise staff on rules and implementation of working hours and time off periods and to maintain attendance records;
- To supervise, coordinate and follow up the leave and duty travel requests, including updating the rosters;
- To maintain updated records in the Personnel database and to manage the physical files;
- To coordinate extension request exercises for seconded eligible staff prior the launch of each regular Call for Contributions;
- To coordinate the deployment of selected candidates, redeployment and check-in/out of staff members with all involved stakeholders, including line managers;
- To conduct the reviews of job descriptions in direct consultation with line managers and other stakeholders involved;
- To conduct the classification of international contracted staff and to prepare the employment contracts;
- To plan and develop the administration of training for new staff members;
- To assist in the handling of all special projects related to personnel issues;
- To undertake any other related tasks as requested by the Line Managers.

Education and experience:

Essential:

- Level of secondary education attested by a diploma.

AND

- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience.

Specification of education and experience:

- Minimum of 5 years of responsible professional full-time experience in the area of Human Resources, preferably in the context of an international organisation and/or CSDP Mission;
- Excellent organisational and interpersonal skills;
- Very good communication skills in English, both written and oral;
- Good computer skills in MS Office applications (Excel, Word, Power Point, Access);

- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment.

Desirable:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Finance Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 030	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Finance Officer reports to the Head of Finance and Budget Unit.

Main Tasks and Responsibilities:

- To be responsible for the monitoring of the internal financial authorising process;
- To be responsible for the control of financial commitments with regards to availability of funds and procurement thresholds;
- To be responsible for proper implementation of payments (including payroll), collection of revenue and recovery of amounts established as being receivable;
- To be responsible for payments of procurement contracts;
- To be responsible for disbursements and payments of petty cash;
- To establish the accounting rules and methods and the chart of accounts;
- To prepare, present and maintain the accounts;
- To be responsible for the reconciliation of Fixed Assets, in coordination with inventory cell;
- To manage the Specialist Chambers and Registry's treasury and ensure its safekeeping;
- To liaise and cooperate on financial issues with relevant actors (banks, vendors etc.);
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting and preparation of weekly, monthly, quarterly, interim and final financial reports, as well as ad hoc reporting;
- To prepare regular treasury forecasts to ensure that sufficient funds are available;
- To be the focal point of contact for internal and external auditors;
- To safe-keep financial supporting documentation;
- To support the Head of Finance and Budget Unit in the financial management of the Kosovo Specialist Chambers;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of University studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Economics or Finance and Accounting or other related university studies;
- A minimum of 7 years of relevant and proven experience in financial matters, accounting and book-keeping;

- Competency in using PC-based accounting systems (i.e. Quick Books Pro, SAGE, SUN etc.) and MS Office in particular Excel;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable:

- Experience in the implementation of EU budgetary and financial processes and regulations;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Finance Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 031	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Finance Assistant reports to the Head of Finance and Budget Unit.

Main Tasks and Responsibilities:

- To assist the Head of Finance and Budget Unit;
- To prepare payment orders for the approval of the Authorising Officer;
- To be responsible as a cashier or for the daily book keeping;
- To execute payments in cash and via bank transfer;
- To coordinate with Human Resources on monthly per diem/salary calculations and to execute the related payments;
- To be responsible and maintain the cash-box accountancy and the interrelated cash flow forecasts;
- To support the preparation of monthly end balance and account reconciliations;
- To assist the preparation of financial reports;
- To assist the preparation of cash flow forecasts and treasury forecasts;
- To establish and maintain working contacts with local banks;
- To liaise and cooperate on financial issues with the other relevant actors;
- To file, prepare and maintain finance related documents according to audit needs;
- To be responsible for the follow up of finance related documents;
- To assist staff members and vendors regarding queries on payments;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Level of secondary education attested by a diploma.

AND

- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience.

Specification of Education and Experience:

- A minimum of 8 years of relevant work experience in financial matters, accounting and/or book-keeping;
- Competency in using PC-based accounting systems (i.e. QuickBooks Pro, SAGE, SUN etc.) and MS Office in particular Excel;
- Very good interpersonal and communication skills in English, both written and oral;
- Attention to details and good multi-tasking and organisational skills;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Legal Counsel	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 032	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Legal Counsel reports to the Registrar.

Main Tasks and Responsibilities:

- To advise the Registrar and Deputy Registrar on external and internal legal matters, in particular on cooperation arrangements with other entities, staff issues, staff appeals cases, contracts and any other legal obligations of the Registry;
- To coordinate with the Head of Division of Administration on the internal processes of the administrative units of the Registrar, ensuring their compatibility with the Registry's legal framework and the establishment of the relevant legal framework (e.g. Administrative Instructions, Standard Operating Procedures);
- To supervise the work of the legal staff of the Immediate Office of the Registrar, ensuring their efficiency and the quality of their work;
- Under the direction of the Registrar or the Deputy Registrar, to ensure the quality of the Registry's filings before the Kosovo Specialist Chambers and legal and policy documents, and coordinate the work processes in that respect;
- To advise the Registrar and Deputy Registrar on legal matters related to detention, counsel, legal aid and victims and witnesses issues and to ensure the establishment of efficient work processes of the relevant units, including by the use of the electronic system, and the quality of work and efficiency of legal staff throughout the Registry;
- Under the direction of the Deputy Registrar, to coordinate and oversee the work of the legal staff assigned to the Chambers (Chambers' Legal Support staff);
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of University studies with a duration of 4 years, attested by a diploma at Master's level equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in a field of Law;
- Minimum of 12 (twelve) years of progressively responsible professional experience as practising lawyer, legal or special adviser in the field of justice, rule of law, criminal or international law;
- Significant managerial experience, especially in a judicial environment;
- Significant experience in applying international law in practical situations;
- Proven experience in devising creative solutions to complex legal and factual issues;
- In-depth practical knowledge of staff administration issues in complex organisations;
- Proven ability to interact responsibly within the organisation and with other institutions in highly sensitive matters;

- Proven ability to develop creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds in a management role.

Desirable:

- Admission to the bar in one or more jurisdictions;
- Previous experience as legal counsel in a complex and growing organisation, at the domestic or international level;
- Previous experience in a multi-national or international organisation dealing with criminal justice and/or human rights' issues;
- Knowledge of the functioning of the EU and in particular CSDP Missions;

Position: Facilities Management and General Services Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 033	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Facilities Management and General Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Facilities Management and General Services Officer reports to the Head of Facilities Management and General Services Unit.

Main Tasks and Responsibilities:

- To be responsible for the overall maintenance of the Specialist Chambers and Registry premises, including the maintenance of buildings, installations and infrastructure;
- To liaise with the lessor of the interim premises on the on-going maintenance of the facilities;
- To ensure development, design and implementation of projects related to the premises;
- To monitor and manage existing service and supply contracts;
- To provide input to premises assessments as required;
- To manage the acquisition of services, furniture, equipment and other materials necessary for operations;
- To allocate office space and to manage internal moves where necessary;
- To give operational and technical support in setting up of meeting rooms, including AV support installations;
- To prepare and review the unit's budget proposals and to manage the implementation of the budget;
- To identify and follow-up malfunctions ensuring the proper actions for reparation;
- To draft the reports and policies as required by the senior management;
- To liaise and work together with the Fire Safety and Security consultants;
- To undertake any other related tasks as required.

Education and Experience:

Essential:

- Successful completion of University studies with a duration of 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Architecture, Civil Engineering, Building Science or other related university studies;
- At least 4 years of work experience in the building and construction industry, with minimum of 2 years of progressively responsible facilities management experience;
- Experience and knowledge of basic IT tools, e.g. PCs, asset scanning tools, printers, and multi-functional units;

- Computer literacy (MS Office package: Word, Excel, PowerPoint, etc.);
- Ability to efficiently and effectively plan and follow up activities and to establish and maintain effective working relationships at all levels, also with external contractors;
- Ability to work independently or as part of a team; being proactive and capable of handling multiple tasks under time pressure;
- Very good interpersonal and communication skills in English, both written and oral;

Desirable:

- Experience in working with the Host State and a satisfactory knowledge of Dutch;
- Training in the use of Building Management Systems, Emergency Power Systems and in the field of Health and Safety/First Aid;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Administrative Coordinator	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 505	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Operations Unit/ Operations Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Administrative Coordinator reports to the Specialist Prosecutor through the Deputy Specialist Prosecutor.

Main Tasks and Responsibilities:

- To support and advise the Specialist and Deputy Specialist Prosecutor, with the assistance of the appropriate administrative and operational staff, on all administrative, human resources and financial issues including strategic and annual budget, procurement and staffing plans;
- To assume day-to-day managerial responsibility for the SPO, including strategic and operational manning and budgeting;
- To oversee, manage, coordinate and direct the work of operations support staff in finance, human resources, CIS and procurement matters;
- To be responsible for the management and co-ordination of all administrative services related issues for the Specialist Prosecutor's Office (SPO), including periodic financial reporting and administrative liaison with EC, CPCC and other bodies;
- To ensure compliance with rules and procedures, as well as the provision of adequate administrative and operational support, to allow SPO to implement its mandate;
- To ensure proper handling and control of designated funds allocated to SPO and all necessary internal and external administrative functions related to efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To ensure accurate and timely reporting and information flow as pertaining to his/her area of competence;
- To study and propose operational and management decisions with the objective of increasing the efficiency of SPO administration;
- To ensure compliance with EC, CPCC and Registry directives and prepare all administrative operations for periodic internal/external audit and assessments;
- To facilitate strategic cooperation partnerships with states and international organisations;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience with at least 5 years of experience in management level.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Business or Public Administration, Economics/Finance, Law, Social Sciences, or other related university studies;
- Minimum of 5 years of experience at middle management level, preferably with an international organisation or CSDP Mission;
- Extensive and progressive professional experience in finance and/or human resources and/or procurement, or in a senior level supervisory administrative role.

Desirable:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and willingness to work long hours, as required;
- Very good interpersonal and communication skills, both written and oral.

Position: Operational Security Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 507	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Security Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Operational Security Officer reports to the Specialist Prosecutor through the Operational Security Team Leader.

Main Tasks and Responsibilities:

- To provide personal security advice and support to the Specialist Prosecutor's Office (SPO) staff members involved in investigative missions and other special operations ("SPO staff");
- To work jointly with other security elements of the SPO whilst deployed in the field in order to ensure a harmonised approach to risk mitigation and thereby ensure the security of SPO staff as well as interlocutors and witnesses;
- To provide security support and services within SPO offices and, in coordination with Registry Security Staff, within the KJRSI area for SPO staff and visitors;
- To ensure SPO staff compliance with applicable security policies and procedures;
- To gather, analyse and assess information that may affect the safety and security of the SPO staff;
- To ensure timely and accurate security reporting;
- To carry out threat/risk assessment in order to ensure appropriate security measures are put in place, in a timely and effective manner;
- To conduct regular meetings with the SPO staff members in relation to possible threats and risks;
- To oversee use, handling and storage of secure communication equipment and EU or other Classified Information;
- To closely liaise with designated security information focal points (Diplomatic/Police/Military) in the place of deployment;
- To conduct security training for SPO staff in residential, office, travel and awareness, as well as identifying training needs in other areas;
- To assist the Communications and Information Systems team with implementation and maintenance of communications and information security practices and physical architecture within the SPO;
- To produce security based travel advisories when required;
- To act as police;
- To undertake any other related tasks as requested by the Line Manager.

Education and experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Police, Military, Security, Social Sciences or other related university studies;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- International experience CSDP Missions is desirable together with experience of multi-national and international organisations/Missions;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Ability to analyse information.

Desirable:

- Driving license of Category C;
- Qualification in analytical processing and development of threat and risk assessments;
- Successful completion of the EEAS Mission Security Officers (MSO) Certification Course;
- Willingness to undertake extensive duty traveling on short notice;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Position: Communication and Information Systems Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 512	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Operations Unit/ Operations Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Communications and Information Systems (CIS) Officer reports to the Administrative Coordinator through the Senior CIS Officer.

Main Tasks and Responsibilities:

- To support the sensitive and open operations and activities of the SPO by delivering appropriate CIS services;
- To ensure that SPO data and CIS services are fulfilling Information Assurance principles (confidentiality, integrity, availability, non-repudiation and authenticity) through measures including:
 - ensuring the servicing and maintenance of CIS equipment and software;
 - the hardening (securing) of systems;
 - complying with relevant protocols and regulations;
- To provide CIS support and training to SPO staff members;
- To draft reports, operating instructions, guidelines and procedures within the CIS field;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Information technology or other related university studies;
- Relevant up-to-date experience in the management of Microsoft Enterprise Environment;
- Relevant experience and knowledge of networking and communications equipment;
- Knowledge and/or experience in developing internal IT management and communication systems, processes, and policies.

Desirable:

- Experience managing IT operations in a highly secure setting;
- Knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- Experience managing CIS operations in a highly secure setting;
- Experience managing CIS systems in judicial settings;

- Experience managing ZyLAB systems, Casemap, dtSearch, Hyper-V;
- Substantial knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- 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.

Position: Investigations Coordinator	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. Number: 513	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Investigations Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Investigations Coordinator reports to the Specialist Prosecutor through the Deputy Specialist Prosecutor.

Main Tasks and Responsibilities:

- To advise the Specialist Prosecutor/Deputy Specialist Prosecutor on the risk management of the Specialist Prosecutor's Office (SPO) investigative and witness related operations, clearing operational plans for final approval;
- To design, maintain, implant and ensure compliance with operational protocols and SOPs related to witness security and witness handling;
- To provide coordination between the dedicated witness security teams and SPO investigative/prosecution teams and provide expert assistance and guidance on mission planning and ensuring coordination between SPO and the Registry's Witness Protection and Support Unit;
- To manage, supervise and direct the work of the SPO Regional Liaison Office(s) and the SPO witness security team, ensuring and facilitating coordination with other SPO teams;
- To facilitate and ensure operational and tactical coordination with external organisations for the provision of security information and analyses related to SPO operational work;
- To maintain and ensure ongoing investigative and prosecutorial cooperation with external cooperating organisations;
- To be the point of contact for Interpol, Europol and other police/investigative coordination organisations;
- To act as police;
- To undertake any other related tasks as requested by the Line Managers.

Education and experience:

Essential:

- Successful completion of university studies of at least 4 years, attested by a diploma at Master's level equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area.

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Psychology, Criminology, Journalism, or other related university studies;
- At least 12 years of experience as a police officer, military police officer, investigator, security operations officer, or related post;

- Substantial experience in conducting and coordinating large-scale and complex investigations, organised crime or human trafficking, preferably with a transnational character related to war crimes and ideally through work at a hybrid or an international criminal tribunal;
- Substantial experience in risk management of investigation operations including reviewing security and risk analyses in particular for international operations;
- Experience working in diverse legal systems;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Desirable:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Witness Protection Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 516	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Investigations Unit/ Witness Security Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Witness Protection Officer reports to the Investigative Coordinator through the Witness Security Team Leader.

Main Tasks and Responsibilities:

- To implement necessary and adequate protection measures for potential witnesses and other entitled persons in the care of the SPO in accordance with applicable rules of procedure and evidence and existing national legislation and on the basis of international arrangements to which the SPO (or formerly the SITF) is a party;
- To implement and ensure compliance with SPO policies, protocols and Standard Operation Procedures (SOPs) in conformity with EU policies and best practices;
- Under the supervision of the Witness Security Team Leader, maintain and develop professional contacts with the Registry's Witness Protection and Support Office and Witness protection officers, the heads of witness protection units across Europe and globally, as well as with international organisations and institutions dealing with witness protection;
- To provide substantial input to initial drafts of the international arrangements in the area of witness security with the countries willing to cooperate with SPO and Kosovo authorities and ensure coordination of documents at a technical level;
- In accordance with SOP, ensure necessary coordination at tactical level with other relevant authorities;
- To implement operational plans for the provision of witness security including safe place, protected person and entitled person travel and other associated witness security duties as required;
- To manage proposals regarding further actions in case a protected person breaches conditions of his/her protection;
- To advise, assist, train and coordinate SPO staff training in operational techniques;
- Under the supervision of the Investigative Coordinator, to assist and provide subject matter expertise on SPO mission specific risk assessments and risk management plans;
- To liaise with the Registry's Victims Protection and Support Office and national witness protection agencies in all witness protection related matters;
- To liaise with other relevant institutions, agencies and organisations as required for the preparation, organisation and implementation of protection programs including the relocation of witnesses and protected persons;
- To advise on and conduct initial assessments of witnesses and other persons for protection purposes;
- To carry out risk and threat assessments on witnesses and related persons who may be under threat and complete reports suitable for submission in criminal proceedings;
- To conduct all the necessary actions in preparation for witnesses and protected persons relocation abroad after initial approval and otherwise, where appropriate, to provide coordination and assistance to Registry's Victims Protection and Support Office Registry Witness and Victims Unit and case handlers in the implementation of protection programs;

- In accordance with established procedures cooperate with the Operational Security Team regarding threat/risk assessments as well as conduct operations in order to ensure a harmonised approach to risk mitigation for the security of SPO staff, witnesses, assets and information;
- To devise and facilitate firearms training to SPO staff authorised to carry arms in the mission area;
- To act as police;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Police Science, or other related university studies;
- Minimum of 2 years of professional experience in implementing international cooperation measures;
- Significant experience in the provision of witness protection programs at a national level;
- Demonstrable experience in victim support issues in relation to serious criminal acts, crimes against humanity, violation of human rights, victim testimony, witness protection programs and victim/family counseling;
- Thorough knowledge of modern office procedures and equipment, the use of secure communications devices and software, and simple maintenance of all issued electronic equipment;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Desirable:

- Experience in the provision of witness protection at an international level in war crimes/organised crime/terrorism cases preferably with international tribunals;
- Ability to analyse, select, check and integrate diverse information from varied sources;
- Ability to handle sensitive matters and displays sound judgment;
- Proven ability to operate with strong respect for diversity;
- Excellent organisational, planning and time-management skills;
- Trained in firearms;
- Willingness to undertake extensive duty traveling on short notice;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Excellent interpersonal and communication skills particularly in the international arena;
- Ability to perform under stress and in difficult circumstances; resilient and capable of operating independently;
- Knowledge of the Albanian and/or Serbian language.

Position: Regional Liaison Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. Number: 518	Location: Belgrade, Serbia	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Investigations Unit/ Belgrade Regional Liaison Office Support Team	Level of Security Clearance: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Regional Liaison Officer reports to the Specialist Prosecutor/Deputy Specialist Prosecutor through the Investigations Coordinator.

Main Tasks and Responsibilities:

- To support and assist the Investigations Coordinator and the Specialist Prosecutor's Office (SPO) Senior Management in the implementation of the SPO mandate through effective and timely engagement with diplomatic, governmental, NGO and civil society representatives in Serbia;
- To support, assist and enable SPO operational tasks, outreach and communications in Serbia and the region at a technical and operational level;
- To liaise with and coordinate with victims, witnesses and victim advocacy groups, providing a point of contact for day-to-day matters;
- To liaise with officials of Government institutions and services at appropriate levels, and representatives of local and international organisations, regarding issues that concern the SPO's mandate in the region, ensuring appropriate channelling and follow up to technical interaction between the SPO to and from relevant institutions and interlocutors;
- To liaise with the Registry staff in the execution of their official acts;
- To carry out the duties of an investigator when assigned;
- To draft reports, memoranda, and requests as necessary in the delivery of the SPO's mandate;
- To assist in liaising with European and International organisations as well as third country representatives;
- To assist in liaison with national and international NGOs and civil society operating within the field of Rule of Law;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Political Sciences, International Relations, Diplomacy or Social Sciences, or other related university studies;
- Experience as an investigator in serious crime, war crime or organised crime investigations;
- Very good interpersonal and communication skills, both written and oral; familiarity with diplomatic protocol;
- Experience in liaison with police, the judiciary, prosecution and customs authorities.

Desirable:

- Experience in managing relationships with civil society groups in particular victim representative and advocacy groups in the Western Balkans region;
- Availability to travel and relocate to the region;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations, ideally in a representative or liaison capacity.

Position: Associate Regional Liaison Officer/ Interpreter	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 519	Location: Belgrade, Serbia	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Investigations Unit/ Belgrade Regional Liaison Office Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Regional Operations Officer/Interpreter reports to the Investigations Coordinator through the Regional Liaison Officer.

Main Tasks and Responsibilities:

- To support and assist the Regional Liaison Officer in the implementation of the SPO mandate through effective and timely engagement with diplomatic, governmental, NGO and civil society representatives in Serbia;
- To support, assist and enable SPO operational tasks, outreach and communications in Serbia and the region at a technical and operational level;
- Under the supervision of the Regional Liaison Officer:
 - To liaise with and coordinate with victims, witnesses and victim advocacy groups, providing a point of contact for day-to-day matters;
 - To liaise with officials of Government institutions and services at appropriate levels, and representatives of local and international organisations, regarding issues that concern the SPO's mandate in the region, ensuring appropriate channelling and follow up to technical interaction between the SPO to and from relevant institutions and interlocutors;
 - To liaise with Registry staff in the execution of their official acts;
 - To assist in liaising with European and international organisations as well as third country representatives;
 - To assist in liaison with national and international NGOs and civil society operating within the field of Rule of Law;
 - To draft reports, memoranda, and requests as necessary in the delivery of the SPO's mandate;
- To carry out the duties of an interpreter/translator when assigned;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- A level of secondary education attested by a diploma complemented by police training or training in a similar/relevant field.

AND

- After having fulfilled the education requirements and police training or training in a similar/relevant field, a minimum of 10 years of relevant professional police experience or experience in a similar/relevant field.

Specification of Education and Experience:

- Substantial prior experience in translation and interpretation;
- Fluent in written and oral Serbian and English;

- Very good interpersonal and communication skills, both written and oral; familiarity with diplomatic protocol;
- Experience in liaison with government institutions, police, the judiciary, prosecution and customs authorities.

Desirable:

- Availability to travel and relocate to the region;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations, ideally in a political advisory capacity.

Position: Language Services Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 520	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Investigations Unit/ Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Language Services Officer reports to the Deputy Specialist Prosecutor through the Investigations Coordinator.

Main Tasks and Responsibilities:

- To provide supervision and management of the staff of the SPO Language Team in providing high quality interpretation/translation and language assistance to SPO operational staff in fulfilment of the SPO mandate;
- In consultation with the Trial Teams and Legal Advisory Team, to prioritise and assign tasks to SPO language staff or external agencies/consultants as appropriate, acting as Task Manager for all external language support;
- To implement document and task tracking protocols to deliver translations to the requested level of revision on time and to the required international criminal justice standards;
- To carry out document revision into the mother tongue and undertake specific translation or interpretation assignments, as needed;
- To implement, maintain and ensure compliance with translation protocols and procedures adopted by SPO and the Registry;
- To coordinate closely with the Registry Language Services on behalf of the SPO;
- To assist in the procurement and contract management of consultants, agencies or institutions providing external language support;
- To ensure continuous translation and interpretation support in SPO operations and field missions;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Translation, Terminology, Social Sciences, or other related university studies;
- A minimum of 10 years of experience as an interpreter/translator or reviser, of which at least 3 years in an international criminal or hybrid tribunal or international organisations;
- Proven progressive experience in supervising and managing teams providing language services;
- Experience in managing contracts for the provision of language support services;

- Knowledge of legal terminology including criminal and/or civil law;
- Professional proficiency in English, Albanian and/or Serbian.

Desirable:

- Accredited translator/interpreter;
- Experience with the use of the Albanian and/or Serbian languages in Albanian or Serbian-speaking areas;
- Ability to work effectively in a team environment;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Reviser (English)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 521 (2 positions)	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Investigations Unit/ Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting line;

The Reviser reports to the Investigations Coordinator through the Language Services Officer.

Main Tasks and Responsibilities:

- To provide accurate, timely and stylistically appropriate revisions, proof readings and translations in English of texts written in Serbian and/or Albanian;
- To translate and self-revise directly onto a computer and/or revise all types of text, especially sensitive and complex texts in the field of law, providing the final translation within the required time-limits;
- To serve as the Unit's Focal Point for terminology and machine translation;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

Specification of Education and Experience:

- Above mentioned university degree must be in at least one of the following fields of expertise: Social sciences or other related university studies;
- A minimum of 7 years of experience as an interpreter/translator or reviser, of which at least 3 years in an international criminal or hybrid tribunal or international organisations;
- Knowledge of legal terminology including criminal and/or civil law;
- Professional proficiency in English, Albanian and/or Serbian.

Desirable:

- Accredited translator/interpreter;
- Ability to work effectively in a team environment;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Interpreter/Translator (English/Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 522	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Investigations Unit/ Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Interpreter/Translator (English/Albanian) reports to the Investigative Coordinator through the Language Services Officer.

Main Tasks and Responsibilities:

- To provide high quality translation from Albanian into English and vice versa of documents and written materials in all stages of the investigations and of the proceedings;
- To serve as official verbatim interpreter for the Specialist Prosecutor's Office (SPO) by providing simultaneous and consecutive interpretation from Albanian into English and vice versa during all stages of the investigations and of the proceedings;
- To carry out research tasks involving Albanian language sources necessary to the investigation and proceedings conducted by the SPO;
- To carry out in summarising, reviewing, evaluating and cataloguing Albanian language material relevant to the SPO's investigations and proceedings;
- To support staff members regarding cultural norms and expectations to facilitate interactions in Albanian-speaking communities;
- Provide other necessary logistical support to team members for field missions where Albanian/Serbian is used as a means of communication;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Social sciences or other related university studies;
- A minimum of 7 years of experience as an interpreter/translator or reviser, of which at least 3 years in an international criminal or hybrid tribunal or international organisations;
- Knowledge of legal terminology including criminal and/or civil law;
- Professional proficiency in English and Albanian.

Desirable:

- Accredited translator/interpreter;
- Ability to work effectively in a team environment;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Associate Interpreter/Translator (English/Albanian)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 523	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Investigations Unit/ Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Interpreter/Translator (English/Albanian) reports to the Investigative Coordinator through the Language Services Officer.

Main Tasks and Responsibilities:

- To provide high quality translation from Albanian into English and vice versa of documents and written materials in all stages of the investigations and of the proceedings;
- To serve as official verbatim interpreter for the Specialist Prosecutor's Office (SPO) by providing simultaneous and consecutive interpretation from Albanian into English and vice versa during all stages of the investigations and of the proceedings;
- To carry out research tasks involving Albanian language sources necessary to the investigation and proceedings conducted by the SPO;
- To carry out in summarising, reviewing, evaluating and cataloguing Albanian language material relevant to the SPO's investigations and proceedings;
- To support staff members regarding cultural norms and expectations to facilitate interactions in Albanian-speaking communities;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- A level of secondary education attested by a diploma

AND

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience.

Specification of Education and Experience:

- A minimum of 10 years of experience as an interpreter/translator or reviser, of which at least 3 years in an international criminal or hybrid tribunal or international organisation missions;
- Knowledge of legal terminology including criminal and/or civil law;
- Professional proficiency in English and Albanian.

Desirable:

- Accredited translator/interpreter;
- Ability to work effectively in a team environment;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;

Position: Senior Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. number: 527	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Prosecutor reports to Specialist Prosecutor through the Deputy Specialist Prosecutor.

Main Tasks and Responsibilities:

- Supervisory duties over prosecutors, investigators and analysts in the SPO trial teams and ensure operational coordination with teams managed by the Senior Legal Adviser and the Investigative Coordinator;
- To conduct, under the direction of the Deputy Specialist Prosecutor of the SPO, the investigation and prosecution of cases within the mandate of the SPO, including suggesting and contributing to the implementation of prosecutorial strategies and objectives; managing and supervising the preparation of cases/components of the trial;
- Direct, supervise and manage the work of investigators, analysts and legal officers within the Trial Teams;
- To coordinate and oversee daily investigative and prosecutorial tasks within the SPO;
- To carry out indictment and evidence reviews;
- To be the liaison and coordinator between all parties in criminal proceedings as well as the Registry;
- To communicate with the Defence, the Legal Representatives for victims and external persons and entities, as appropriate;
- In coordination with the Senior Legal Adviser, to ensure case management and legal filings, supervise the drafting of indictments and other written submissions carrying out quality management for all written submissions;
- Act as a supervisory prosecutor for all prosecutors and investigators within the Trial and Investigation Teams;
- Supervise, manage and ensure timely and fully compliant legal disclosure;
- To serve as a Senior Trial Attorney in any resulting prosecutions, including appearing in court, examining and cross-examining witnesses and presenting oral arguments in proceedings as appropriate;
- To undertake any other related tasks as required by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 4 years, attested by a diploma at Master's level equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in Law or any other qualifying degree or legal qualification;
- At least twelve (12) years of experience as a full-time prosecutor, judge, defence attorney or other similar function in criminal proceedings;
- A prosecutor, judge or admitted to practice in a national jurisdiction;
- Experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking in human beings, ideally through work at an international criminal tribunal;
- Experience working in diverse legal systems.

Desirable:

- Experience in carrying out criminal prosecutions in Western Balkans Region;
- Substantial knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. Number: 528 (2 positions)	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/ Trial Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Prosecutor reports to the Deputy Specialist Prosecutor through the Senior Prosecutor.

Main Tasks and Responsibilities:

- To supervise, manage, coordinate and direct the work of staff within the assigned team, as delegated by the Senior Prosecutor;
- To conduct, under day to day supervision of the Senior Prosecutor the investigation and prosecution of cases within the mandate of the SPO, including suggesting and contributing to the implementation of prosecutorial strategies and objectives; managing and supervising the preparation of components of any trials;
- To coordinate and oversee daily investigative and prosecutorial tasks within the assigned team;
- In coordination with the Senior Legal Adviser, assist the Senior Prosecutor in ensuring case management and legal filings, disclosure, assist in the drafting of indictments and other written submissions carrying out quality management for all written submissions;
- To assist in indictment and evidence reviews;
- To communicate with the Defence, the Legal Representatives for victims and external persons and entities, as appropriate;
- To ensure operational coordination with teams managed by the Senior Legal Adviser and the Investigative Coordinator;
- To serve as a Trial Attorney in any resulting prosecutions, including appearing in court, examining and cross-examining witnesses and presenting oral arguments in proceedings as appropriate;
- To undertake any other related tasks as required by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in Law or any other qualifying degree or legal qualification;
- 10 years of experience as a full-time prosecutor, judge or litigation lawyer in complex cases of which at least 7 years in serious crimes, and with substantial in-court advocacy experience in criminal proceedings;
- A prosecutor, judge or admitted to practice in a national jurisdiction;

- Experience working in diverse legal systems.

Desirable:

- Substantial knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions;
- Experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Associate Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 529 (4 positions, 1 pending)	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/ Trial Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Prosecutor reports to the Senior Prosecutor through a Prosecutor.

Main Tasks and Responsibilities:

- To conduct, under the overall direction of the Senior Prosecutor and the day to day supervision of a prosecutor, the investigation and prosecution of cases within the mandate of the SPO, including suggesting and contributing to the implementation of prosecutorial strategies and objectives; managing and supervising the preparation of cases/components of the trial;
- To assist in the coordination of daily investigative and prosecutorial tasks within the assigned trial team;
- To participate in indictment and evidence reviews;
- To conduct and/or participate in field activities, and when required attend crimes scenes and exhumation sites;
- To prepare or assist in the preparation of legal submissions (including indictments, briefs, motions/responses/replies, correspondence, memoranda etc.) in the course of investigations and prosecutions;
- To communicate with the Defence, the Legal Representatives for victims and external persons and entities, as appropriate;
- In coordination with the Senior Legal Adviser, assist the Senior Prosecutor and the prosecutors in ensuring case management and legal filings, assist in the drafting of indictments and other written submissions, carrying out quality management for all written submissions;
- To assist in timely and fully compliant legal disclosure;
- To serve as a Trial Attorney in any resulting prosecutions, including appearing in court, examining and cross-examining witnesses and presenting oral arguments in proceedings as appropriate;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience in legal practice.

Specification of Education and Experience:

- The above mentioned university degree must be in Law or any other qualifying degree or legal qualification;
- 7 years of experience as a full-time prosecutor, judge or litigation lawyer in complex cases of which at least 5 years in serious crimes;

- A prosecutor, judge or admitted to practice in a national jurisdiction;
- Proven track record as a Trial Attorney in the prosecution of complex cases.

Desirable:

- Experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Ability to perform under stress and in difficult circumstances.

Position: Associate Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 530	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/ Trial Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Legal Officer reports to the Senior Prosecutor through a Prosecutor.

Main Tasks and Responsibilities:

- To assist in the investigation and prosecution of cases within the mandate of the SPO;
- Under the supervision of prosecutors, to participate in suspect and witness interviews and preparation of witnesses for trial;
- To participate in field activities, and when required attend crimes scenes and exhumation sites;
- To prepare or assist in the preparation of legal submissions (including indictments, briefs, motions/responses/replies, correspondence, memoranda etc.) in the course of investigations and prosecutions;
- To assist the prosecutors in fulfilling pre-trial and trial obligations towards the defence;
- To handle a range of issues related to criminal (substantive, procedural and comparative) law regarding investigations and/or prosecutions in consultation with prosecutors;
- To assist prosecutors, analysts and investigators with pre-trial analysis, legal assessment, witness interviews, and organisation of evidence compiled by investigators and analysts, including the use of sophisticated software automation tools developed for complex litigation;
- To support the Trial Attorney and to assist prosecutors in any resulting prosecutions, if and where required, including during appearances in court, examination and cross-examination of witnesses and presentation of oral arguments in proceedings as appropriate;
- To prepare official reports and Prosecution Investigation Files;
- To undertake legal research and analysis;
- To undertake any other relevant tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience in legal practice.

Specification of Education and Experience:

- The above mentioned university degree must be in Law or any other qualifying degree or legal qualification;
- Experience in dealing with complex investigations or prosecutions with a transnational character related to war crimes, organised crime, financial crimes, or trafficking in human beings;
- Professional understanding and experience in research and analytical tools/applications and specialised court management software.

Desirable:

- Experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- Substantial knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Senior Analyst	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 531	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/ Analysis Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Analyst reports to the Deputy Specialist Prosecutor through the Senior Prosecutor.

Main Tasks and Responsibilities:

- To supervise the work of the Analysis Team under the overall direction and supervision of the Specialist Prosecutor and Deputy Specialist Prosecutor and under the day to day supervision of the Senior Prosecutor; To supervise and coordinate the provision of analytical assistance including:
 - collate and synthesise multi-sourced data, information and evidence;
 - research, collation, analysis and delivery of assessments leading to investigative opportunities,
 - identifying evidential gaps, strengths and weaknesses in factual assertions;
 - link analysis and the production of individual profiles;
 - the preparation of analytical products, demonstrative evidence and/or visual aids for the presentation of evidence for trial purposes;
 - assist in the collection of evidence, ensuring that the necessary evidentiary chains are established and maintained;
 - participate in the acquisition and analysis of general intelligence and evidence including preparation for witness and suspect interviews;
 - participate in field activities, when required;
 - other analytical products and support related to a criminal investigation and prosecution.
- To supervise, direct and carry out quality control in the preparation of analytical products, demonstrative evidence and/or visual aids for the presentation of evidence for trial purposes;
- To assist in the collection of evidence, ensuring that the necessary evidentiary chains are established and maintained;
- Otherwise, to provide analytical support to prosecutors, investigators and legal officers of the SPO;
- To undertake any other relevant tasks as required by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience with at least 2 years of supervisory experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Police Science, Intelligence, Criminology, History, Social Sciences, or other related university studies;
- At least 10 years of progressively responsible professional experience in the Police/Military, international organisation or CSDP Mission, in particular with regard to international criminal investigations;
- At least 2 years of supervisory experience over other analysts including in the analysis of factual findings in judgments and evidential gap analysis and in coaching, mentoring and otherwise developing written analytical products and drafting skills;
- Extensive and progressive professional experience in intelligence issues and/or complex data, and in the preparation of all types of evidence for submission at trial;
- Ability to acquire useful information from a variety of sources and excellent writing skills for drafting accurate reports;
- Demonstrated ability to edit and critically assess expert and analytical reports;
- Excellent working knowledge of analysis and document management software and tools;
- Comprehensive knowledge of research and analytical techniques.

Desirable:

- Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in national jurisdictions, or an international tribunal or hybrid international court;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Working knowledge of written and spoken Albanian and/or Serbian.

Position: Associate Analyst	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 533	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/ Analysis Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Analyst reports to Senior Prosecutor through the Senior Analyst.

Main Tasks and Responsibilities:

- To provide analytical support to prosecutors, investigators and legal officers of the SPO; including:
 - collate and synthesize multi-sourced data, information and evidence;
 - research, collation, analysis and delivery of assessments leading to investigative opportunities;
 - identifying evidential gaps, strengths and weaknesses in factual assertions;
 - link analysis and the production of individual profiles;
 - the preparation of analytical products, demonstrative evidence and/or visual aids for the presentation of evidence for trial purposes;
 - assist in the collection of evidence, ensuring that the necessary evidentiary chains are established and maintained;
 - participate in the acquisition and analysis of general intelligence and evidence including preparation for witness and suspect interviews;
 - participate in field activities, when required; and,
 - other analytical products and support related to a criminal investigation and prosecution;
- To assist in the collation of evidence for disclosure, carrying out evidence review and assisting in the compilation of bundles for disclosure and/or trial presentation;
- To assist in indictment review;
- To undertake any other relevant tasks as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Police Science, Intelligence, Criminology, History, Social Sciences or other related university studies;
- 4 years of progressive professional experience in research and analysis;

- Ability to acquire useful information from a variety of sources and excellent writing skills for drafting accurate reports;
- Comprehensive knowledge of research and analytical techniques.

Desirable:

- Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in national jurisdictions, hybrid national/international courts and international tribunals;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- Working knowledge of written and spoken Albanian and/or Serbian.

Position: Associate Database & Information Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 534	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/ Analysis Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Database & Information Officer reports to the Senior Prosecutor through the Senior Analyst.

Main Tasks and Responsibilities:

- In coordination with the Case Managers and the CIS Officers, to provide subject matter expertise in the implementation, use and administration of document, information and evidence database software systems employed by the Specialist Prosecutor's Office (SPO) for research, analysis, case preparation and trial presentation purposes;
- To train SPO staff in the use of all database systems to fully implement electronic research, retrieval, linking and associating, data mining and textual analysis services;
- To actively contribute in developing and improving existing databases;
- To maintain an overview of existing information and operations, identify gaps and patterns, and provide guidance as to how information systems will assist in ongoing investigations, case preparation and disclosure;
- To carry out electronic research and analysis and present results and recommended actions for use by SPO staff;
- To undertake any other relevant task as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Police Science, Intelligence, Criminology, Social Sciences Information Technology, Mathematics or other related university studies;
- At least 4 years of experience in information management and databases;
- Extensive and progressive professional experience in intelligence issues and/or complex data, and in the preparation of all types of evidence for submission at trial;
- Excellent working knowledge of analysis and document management software and tools;
- Comprehensive knowledge of analytical techniques;

- Experienced in trainer in the use of information, evidence or case management software tools;
- Excellent communication skills.

Desirable:

- Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in national jurisdictions, hybrid national/international courts and international tribunals;
- 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;
- Ability to perform under stress and in difficult circumstances.

Position: Senior Investigator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 535 (pending vacancy)	Location: The Hague, Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/ Investigations Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Investigator reports to the Deputy Specialist Prosecutor through the Senior Prosecutor.

Main Tasks and Responsibilities:

- Under the overall day to day supervision of the Senior Prosecutor and prosecutor directed taskings, to supervise and manage the SPO investigator team, maintaining, developing and supervising the performance and professional standards of investigators and other assigned operational staff;
- To provide expert advice and guidance on investigative and law enforcement operations carried out by SPO investigators;
- To monitor, report on and/or ensure compliance with the applicable law, rules of procedure and evidence, relevant guidelines, instructions, and SOPs during investigative actions;
- To advise on and coordinate the availability of investigative and other operational staff for investigative tasks and operations;
- To carry out international law enforcement liaison and coordination at the working level;
- To examine all material, prepare, plan, develop, and coordinate activities relevant to SPO investigations, including interviewing of victims and witnesses and the gathering of evidence, as directed and supervised by the SPO prosecutors. When required attend crimes scenes and exhumation sites;
- To prepare official reports and maintain prosecution investigation files;
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents;
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines;
- To implement policies and procedures towards the goals and objectives of the Task Force;
- To provide clear and concise reports and information/feedback to the management/chain of command;
- To use and update electronic database systems employed by SPO;
- To carry out any investigative actions provided for under applicable laws and rules of procedure and evidence;
- To act as police;
- To undertake any other relevant task as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies with a duration of 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following field of expertise: Law, Police Science, Intelligence, Criminology, Social Sciences, or other related university studies;
- At least 10 years of professional experience in investigating organised/war crimes and serious crime cases;
- Significant management experience with an emphasis on coordination of complex criminal investigations especially in an international /internationalised tribunal setting;
- Significant experience in investigative operations team management in an international environment;
- Significant background in intelligence handling, covert human intelligence sources, witness protection and/or senior investigation officer in serious crimes with extensive cross border and/or international dimensions;
- Significant experience and participation in all stages of the investigative and judicial process; including prosecution and trial in particular with an international/internationalised tribunal;
- Significant experience with international police and judicial cooperation and liaison;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Desirable:

- Experience and training as a scene of crime officer/forensic science technician;
- 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 interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Position: Investigator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 536 (3 positions, 2 pending)	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/ Investigations Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Investigator reports to the Senior Prosecutor through the Investigation Team Leader.

Main Tasks and Responsibilities:

- To carry out international law enforcement liaison and coordination at the working level;
- To examine all material, prepare, plan, develop, and coordinate activities relevant to SPO investigations, including interviewing of victims and witnesses and the gathering of evidence, as directed and supervised by the SPO prosecutors. When required attend crimes scenes and exhumation sites;
- To prepare official reports and maintain prosecution investigation files;
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents;
- To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines;
- To implement policies and procedures towards the goals and objectives of the Task Force;
- To provide clear and concise reports and information/feedback to the management/chain of command;
- To use and update electronic database systems employed by SPO;
- To carry out any investigative actions provided for under applicable laws and rules of procedure and evidence;
- To act as police;
- To undertake any other relevant task as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following field of expertise: Law, Police Science, Intelligence, Criminology, Social Sciences or other related university studies;
- At least 7 years of progressively responsible professional experience in the Police/Military, in particular with regard to international criminal investigation;
- Experience in war crimes, organised crime, and or other complex criminal investigations, including knowledge of crime scene management and the gathering, handling and retention of evidence and exhibits;
- Be familiar with victim support issues as they relate specifically to serious criminal acts, crimes against humanity, violations of human rights, victim testimony, witness protection programs and counselling resources;
- Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Desirable:

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- 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.

Position: Senior Legal Advisor	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. number: 537	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Legal Advisory Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Legal Advisor reports to the Specialist Prosecutor through the Deputy Specialist Prosecutor.

Main Tasks and Responsibilities:

- To supervise and manage the legal advisory and case management teams and to coordinate the provision of legal advisory, case filings and case management services in fulfilment of the SPO mandate;
- To advise the Specialist Prosecutor, Deputy Specialist Prosecutor and Senior Prosecutor on all aspects of substantive and procedural law on all matters including the application of national laws and international treaties, relevant national and international case law and on leading academic work in the areas of interest to the SPO;
- To provide legal advice to SPO management on the resolution of staff grievances and disciplinary matters;
- To supervise, direct and carry out quality control in the preparation of legal submissions, including indictment, briefs, motions/responses/replies, and communications with other parties in the proceedings in the course of investigations and prosecutions;
- To assist SPO prosecutors in fulfilling pre-trial and trial obligations towards the other parties in the proceedings including first level pre-disclosure review of evidence;
- To assist SPO prosecutors as a legal officer/investigator under the supervision of a prosecutor in pre-trial, trial or appellate proceedings;
- To act as the senior level coordinator with Chambers and Registry's Court Management Services;
- To supervise extern and intern programmes for SPO;
- To undertake any other relevant task as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 4 years, attested by a diploma at Master's level equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area;

AND

- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience

Specification of Education and Experience:

- The above mentioned university degree must be in Law;
- At least 12 years of professional experience in criminal law either as a lawyer, prosecutor or judge, legal officer/jurist at a prosecution office or court, defense attorney, injured party legal representative or legal officer at an international tribunal or hybrid international court;

- At least 2 years of supervisory experience over other lawyers including in the review of draft legal documents and legal filings, and in coaching, mentoring and otherwise developing legal drafting skills;
- Extensive experience in drafting court submissions in international criminal cases and excellent legal drafting skills.

Desirable:

- Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in national jurisdictions, or an international tribunal or hybrid international court;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Legal Officer Team Leader	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 538	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Legal Advisory Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Legal Officer Team Leader reports to the Deputy Specialist Prosecutor through the Senior Legal Advisor.

Main Tasks and Responsibilities:

- Under the supervision of the Senior Legal Adviser, to carry out the day to day supervision, coordination and preparation of written legal submissions, including, as appropriate, indictment, briefs, motions/responses/replies, and communications with other parties in the proceedings in the course of investigations and prosecutions;
- To coordinate and direct the day to day work of the Legal Advisory Team members, external legal services and assistance and SPO interns;
- To assist SPO prosecutors in fulfilling pre-trial and trial obligations towards the other parties in the proceedings, including first or second level pre-disclosure review of evidence;
- To assist SPO prosecutors as a legal officer/investigator under the supervision of a prosecutor in pre-trial, trial or appellate proceedings;
- To conduct witness interviews and proof witnesses prior to trial;
- To coordinate, as required, with Chambers and Registry Court Management officials;
- To undertake any other relevant task as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

AND

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience with at least 2 years of supervisory experience.

Specification of Education and Experience:

- The above mentioned university degree must be in Law;
- At least 10 years of professional experience in criminal law either as a lawyer, prosecutor or judge, legal officer/jurist at a prosecution office or court, defense attorney, injured party legal representative or legal officer at an international tribunal or hybrid international court;
- At least 2 years of supervisory experience over other lawyers including in the review of draft legal documents and legal filings, and in coaching, mentoring and otherwise developing legal drafting skills;
- Extensive experience in drafting court submissions in international criminal cases and excellent legal drafting skills.

Desirable:

- Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in national jurisdictions, or an international tribunal or hybrid international court;
- Substantial knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. Number: 539	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Legal Advisory Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Legal Officer reports to the Senior Legal Advisor through the Legal Officer Team Leader.

Main Tasks and Responsibilities:

- To assist the SPO in pre-trial, trial or appellate proceedings, under the day to day supervision of the Legal Officer Team Leader; primarily in the preparation of written legal submissions, including, as appropriate, indictment, briefs, motions/responses/replies, and communications with other parties in the proceedings in the course of investigations and prosecutions;
- To conduct legal research using multiple research sources and provide advice on the applicable law, international human rights principles and humanitarian law concerning cases of serious crimes;
- To assist SPO prosecutors in fulfilling pre-trial and trial obligations towards the other parties in the proceedings including first level pre-disclosure review of evidence;
- To assist SPO prosecutors as a legal officer/investigator under the supervision of a prosecutor in pre-trial, trial or appellate proceedings;
- To conduct witness interviews and proof witnesses prior to trial;
- To coordinate, as required, with Chambers and Registry Court Management officials;
- To undertake any other relevant task as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies with a duration of 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in Law;
- Professional understanding and experience in research and analytical tools/applications and specialised court management software.

Desirable:

- Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in national jurisdictions, hybrid national/international courts and international tribunals;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.

Position: Associate Case and Evidence Manager	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 541	Location: The Hague, The Netherlands	Availability: 15 Jun 2016
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Case Management Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Case and Evidence Manager reports to the Senior Legal Advisor through the Case and Evidence Manager.

Main Tasks and Responsibilities:

- To manage administratively prosecution cases, including filing of Court documents, maintaining prosecution's Court files, preparing and finalising exhibits for display in Court, liaison with Court technicians and effective and efficient presentation of exhibits in Court;
- To manage the evidence collection under the supervision of the Case Manager Team Leader;
- To ensure correct processing, handling and storage of EUCI materials, keeping them secure all times and separate from the rest of the evidentiary collection, adhering strictly to guidelines;
- To disclose exhibits to Defence and (Pre-) Trial Chambers, including tracking, collating and indexing of disclosure materials and maintaining disclosure logs;
- To maintain the case calendar;
- To assist prosecutors and lawyers, including assisting in the identification and retrieval of information relevant to the case and maintaining appropriate electronic and physical systems for the organisation of information and evidence;
- To assist, advise and train prosecutors, analysts and CIS officers in using, developing and maintaining investigative and prosecutorial databases;
- To undertake any other relevant task as requested by the Line Managers.

Education and Experience:

Essential:

- Successful completion of university studies of at least 3 years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area;

AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Management, History, Social sciences or other related university studies;
- At least 4 years of professional experience in case and/or document management or as an assistant to a case manager or in a similar capacity;

Desirable:

- Substantial experience in case/evidence management in the context of war crimes or organised crime trials in national jurisdictions, or an international tribunal or hybrid international court;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances.